

TERMS OF REFERENCE

Consultancy for the organization and execution of the event and design of dissemination material for the Global publication: The world of public employment service 2.0

1. Background and Justification

- 1.1. The Labor Markets Division (LMK) of the Inter-American Development Bank (IDB) promotes quality jobs to improve lives in Latin America and the Caribbean. Through development projects and state-of-the-art research, the Division works with countries and especially with public employment services (PES) of the region to achieve an accessible labor market for all.
- 1.2. In Latin America and the Caribbean there are sectors of the population, such as young people and persons with disabilities, among many others, who have a very modest presence in the labor market. Eliminating the obstacles encountered to enter the labor market and providing favorable opportunities are pending issues for the countries of the region. In addition, the instability of jobs requires the development of mechanisms that facilitate workers' transitions to new jobs without their being impaired.
- 1.3. Since 2009, one of the pillars of LMK has been to catalyze the IDB's Technical Support Network to Employment Services in Latin America and the Caribbean (SEALC Network, by its acronym in Spanish). The Network's primary mission has been its contribution to strengthening PES in the region. At the forefront the global knowledge in the field of public employment services, the SEALC Network leads and funds initiatives aimed at improving these institutions in the region.
- 1.4. Public employment services are the main executors of labor market policies. These agencies are challenged by expectations of growth, changing conditions in the labor market, and institutional contexts. An important step to meet those challenges, and to better support the strengthening and modernization of public employment services, is to generate and compile systematic information about the institutional and operational characteristics of those agencies. The availability of structured and comparable information about PES would make it possible to better inform dialog, activities, and technical and financial assistance initiatives regarding labor markets.
- 1.5. Before 2014 structured and comparable information on these agencies at the global level was lacking. In 2015 a report was prepared jointly by the teams of the LMK of the IDB, the World Association of Public Employment Services (WAPES) and the Local Economic and Employment Development Programme of the Organization for Economic Co-operation and Development (LEED/OECD) with the objective to fill in this information gap by producing standardized information of institutional and operational characteristics of PES comparable across countries within and outside the region. The activities included the gathering of primary data through the WAPES-IDB 2014 survey, which covered 73 PES in 71 countries in 5 continents, including LAC countries. [This report](#) aimed to provide an understanding of the state of development of public employment services at the global level as well as their challenges and opportunities.

The LMK, WAPES, and LEED/OECD teams are seeking to update the 2015 report with the latest and most recent available information on institutional and policy variations in PES worldwide, in

addition to including new topics such as digital maturity of PES, migration management, green and just transition, and other issues related with the development and the role these institutions could play in the new era.

2. Objectives

- 2.1. The main objective of this consultancy is to organize and execute the launch event for the Global publication: 'The World of Public Employment Service 2.0,' and design a dissemination strategy for its materials in three languages (Spanish, English, and French).

3. Scope of Services

3.1. The consulting firm will provide a scope of services for each phase including:

- The consulting firm, under the supervision of IDB, is responsible for the cover design of the publication.
- The consulting firm, under the supervision of the IDB, is responsible for the translation, editing and reviewing of the publication.
- The consulting firm shall ensure the follow-up of its implementation and of all related activities to achieve the expected results.
- The consulting firm will ensure that the planned activities are carried out in a timely manner, and in constant compliance with IDB policies and procedures.

4. Key Activities

The consultancy will include but may not be limited to the following activities:

- 4.1. Design the book's cover according to IDB policies.
- 4.2. Edit and revise the English version of the publication.
- 4.3. Translate, edit, and revise the Spanish and French versions of the publication.
- 4.4. Support the team with the design of invitations, agendas, and other necessary materials for the publication launch.
- 4.5. Support the team in developing (or crafting) and reviewing the messages to be included in all materials used to disseminate the event (agendas, presentations, brochures, notebooks, etc.)
- 4.6. Support the team with the review of the presentations to be made at the launch and dissemination of the publication.
- 4.7. Attend coordination and follow-up meetings organized by the team.

5. Expected Outcome and Deliverables

- 5.1. **Product 1.** Work plan with the proposed activities, timeline to be delivered by the consultancy.
- 5.2. **Product 2.** Digital book versions in English, French, and Spanish.
- 5.3. **Product 3.** Dissemination materials in English, French, and Spanish.

6. Project Schedule and Milestones

Deliverable	Estimated date of submission
Product 1	First month of the consultancy
Product 2	Second month of the consultancy
Product 3	Third month of the consultancy

Missions will be coordinated upon the availability of the firm and PES authorities.

7. Reporting Requirements

7.1. Every report must be submitted to the Bank in an electronic file. The report should include cover, main document, and all annexes. This file must also be in an electronic format used by the Bank, such as: one of the MS Office, JPG and / or TIFF formats. ZIP files (compressed) will not be accepted as final reports due to the regulations of the Bank File Management Section.

8. Acceptance Criteria

8.1. David Rosas, Specialist in Labor Markets and Social Security Division is authorized to accept the work for this consultancy.

9. Other Requirements

9.1. All Offerors shall assume all costs associated with the preparation and presentation of their proposals. The Bank does not assume any responsibility, whatsoever, to reimburse Offerors for costs incurred in the preparation of proposals in response this RFP.

10. Supervision and Reporting

10.1. Unless otherwise notified by the Bank, Laura Ripani, Chief of the Labor Markets and Social Security Division (SCL/LMK), shall act as the Bank's designated representative with respect to this Agreement. The consulting firm will report to project team leader.

10.2. Reports of deliverables will be submitted according to schedule. Comments, approvals, or any instructions for changes will be channeled through project team leader.

10.3. If any additional deliverables are required to those described in this document, the impact of the preparation of this will be evaluated by the supplier, who will inform whether or not this can be included as part of the scope of the project. If so, the supplier will coordinate with the Supervisor for the delivery of the respective documents.

10.4. Confidentiality: The provider must keep confidential aspects related to the provision of services, not being authorized by the Entity for disclosure of information.

11. Schedule of Payments

11.1. 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.

11.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
Deliverable	%
1. Product 1	30
2. Product 2	35
3. Product 3	35
TOTAL	100

TERMS OF REFERENCE

Consultancy to implement a 'Diagnostic Toolkit' to assess Public Employment Service capacity and organizational development in three SEALC Network country members.

1. Background and Justification

- 1.1. The Labor Markets Division (LMK) of the Inter-American Development Bank (IDB) promotes quality jobs to improve lives in Latin America and the Caribbean. Through development projects and state-of-the-art research, the Division works with countries and especially with public employment services (PES) of the region to achieve an accessible labor market for all.
- 1.2. In Latin America and the Caribbean there are sectors of the population, such as young people and persons with disabilities, among many others, who have a very modest presence in the labor market. Eliminating the obstacles encountered to enter the labor market and providing favorable opportunities are pending issues for the countries of the region. In addition, the instability of jobs requires the development of mechanisms that facilitate workers' transitions to new jobs without their being impaired.
- 1.3. Since 2009, one of the pillars of LMK has been to catalyze the Inter-American Development Bank's Technical Support Network to Employment Services in Latin America and the Caribbean (SEALC Network, by its acronym in Spanish). The Network's primary mission has been its contribution to strengthening PES in the region. At the forefront the global knowledge in the field of public employment services, the SEALC Network leads and funds initiatives aimed at improving these institutions in the region.
- 1.4. The 'Diagnostic Toolkit' to assess PES capacity and organizational development in Latin America and the Caribbean countries is one of these initiatives. Since 2016, this toolkit has been implemented in six countries in the region: Ecuador (2019), Suriname (2022), Peru (2022), Panama (2022), Costa Rica (2023), and Trinidad and Tobago (2023). In 2024, other SEALC Network members have also manifested their interest in implementing the toolkit. They seek to have a diagnostic and a roadmap to implement a series of actions that will strengthen the PES in each country. PES expect to identify improvements in areas such as labor market information systems, integration and coordination of services, performance management, and organization, among others.

2. Objectives

- 2.1. The main objective of this consultancy is to implement the 'Diagnostic Toolkit' to assess PES capacity and organizational development and identify opportunities for improvement in at least three member countries.

3. Scope of Services

- 3.1. The consulting firm will provide a scope of services for each phase including:

- The consulting firm, under the supervision of the PES, and IDB, is responsible for the implementation and smooth running of the Toolkit in each country.
- The consulting firm shall ensure the follow-up of its implementation and of all related activities to achieve the expected results.
- The consulting firm will consider in the analysis the dimensions of labor mobility and green jobs and the just transition.
- The consulting firm will ensure that the planned activities are carried out in a timely manner, and in constant compliance with IDB policies and procedures.

4. Key Activities

The consultancy will include but may not be limited to the following activities:

- 4.1.** Deliver a work plan for each country with the proposed activities, actions, and timeline to be delivered by the consultancy.
- 4.2.** Identify, with PES work teams in collaboration with the Bank, the priority issues and dimensions that will be considered for the implementation of the PES toolkit. For this identification, coordination meetings with the teams of each country and the IDB team are expected to be held.
- 4.3.** Implement the SPE toolkit in each country to obtain diagnoses of the services provided by both PES and consolidate the final report. This implementation comprehends the following process:
 - Data gathering from: i) Labour Ministry / PES to complete a questionnaire to collect basic information, ii) semi-structured interviews to collect more 'in depth' data; and iii) collection of supplementary documents.
 - Analysis. This stage focuses on developing initial outline judgments and reasoning, presenting to and discussing preliminary analysis with PES work teams, and agreeing on final judgments and recommendations.
 - Action phase which includes the development of an action plan for PES to implement.
- 4.4.** Present the results to PES authorities in each country.
- 4.5.** Develop a final report with the results of the Toolkit in each country, recommendations with a roadmap to strengthen each PES as well as the lessons learned during the implementation of the toolkit.
- 4.6.** Participate in a mission to each country for 5 days each (10 days in total).

5. Expected Outcome and Deliverables

- 5.1. Product 1.** Work plan with the proposed activities, timeline to be delivered by the consultancy.
- 5.2. Product 2.** Spreadsheet showing judgments and identifying recommendations – with space for discussions and comments for the participant countries.
- 5.3. Product 3.** Final report and PowerPoint presentation with the results of the Toolkit in the participant countries.

6. Project Schedule and Milestones

Deliverable	Estimated date of submission
Product 1	First month of the consultancy
Product 2	Second month of the consultancy
Product 3	Third month of the consultancy

Missions will be coordinated upon the availability of the firm and PES authorities.

7. Reporting Requirements

7.1. Every report must be submitted to the Bank in an electronic file. The report should include cover, main document, and all annexes. This file must also be in an electronic format used by the Bank, such as: one of the MS Office, JPG and / or TIFF formats. ZIP files (compressed) will not be accepted as final reports due to the regulations of the Bank File Management Section.

8. Acceptance Criteria

8.1. David Rosas, Specialist in Labor Markets and Social Security Division is authorized to accept the work for the participant countries.

9. Other Requirements

9.1. All Offerors shall assume all costs associated with the preparation and presentation of their proposals. The Bank does not assume any responsibility, whatsoever, to reimburse Offerors for costs incurred in the preparation of proposals in response this RFP.

10. Supervision and Reporting

10.1. Unless otherwise notified by the Bank, Laura Ripani, Chief of the Labor Markets and Social Security Division (SCL/LMK), shall act as the Bank's designated representative with respect to this Agreement. The consulting firm will report to project team leader.

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10.4. Confidentiality: The provider must keep confidential aspects related to the provision of services, not being authorized by the Entity for disclosure of information.

11. Schedule of Payments

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of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

11.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
Deliverable	%
1. Product 1	30
2. Product 2	35
3. Product 3	35
TOTAL	100

TERMS OF REFERENCE

Consultancy for the development of a survey about the state of digital transformation and digital skills occupational demand among firms in three countries in LAC and a roadmap to design policy solutions.

1. Background and Justification

- 1.1. The Labor Markets Division (LMK) of the Inter-American Development Bank (IDB) promotes quality jobs to improve lives in Latin America and the Caribbean. Through development projects and state-of-the-art research, the Division works with countries and especially with public employment services (PES) of the region to achieve an accessible labor market for all.
- 1.2. Shifts in globalization, technology, and society have made labor markets more complex, creating both opportunities and challenges. Even though the number of jobs in Latin America and the Caribbean (LAC) increased in 2023, the labor market continues to face high levels of unemployment and/or labor informality. During 2023, the level of informality and unemployment rate reached 48% ([ILO, 2023](#)) and 6.4% (IDB, 2023) respectively, with more than half of adult workers being working poor ([IDB 2023](#)).
- 1.3. This situation is being exacerbated by the effects of the new technologies like automation, artificial intelligence, and digital platforms in the world of work. The OECD estimates that over one billion jobs (one third of global workforce), will be transformed in this decade (IDB, 2020). In the case of LAC, it seems that firms have rapidly adopted new technologies. However, the process of digital transformation of the labor demand can be negatively affected by limitations on the labor supply side. For example, less than 30% of the population in LAC OECD countries have basic digital skills (Cathles, Suaznabar & Vargas 2022), and recent surveys about the demand for advanced digital skills in Peru and Costa Rica indicate that respectively 79% (Novella and Rosas-Shady, 2022) and 46% (Novella & Rosas-Shady, 2023) of firms have challenges filling digital vacancies. Countries will need to offer short term upscaling and/or reskilling opportunities to their workforce.
- 1.4. Additionally, many LAC countries lack mechanisms for detecting the demand for new skills, such as digital skills in the labor market that can guide the design of training courses and Active Labor Market Policies (ALMP).

2. Objectives

Development of a survey about the state of digital transformation and digital skills occupational demand among firms in LAC and a roadmap to design policy solutions in three countries in LAC.

3. Scope of Services

- 3.1. The survey has to be implemented in three countries; the selection of the countries will be coordinated with the IDB.
- 3.2. The design and implementation of the survey should be carried out in coordination with institutions in each country that ensure that the process is adapted to the possibilities and

needs of the country's business environment.

- 3.3. The survey should collect information that allows the analysis of recent information on the state of digital transformation, demand for digital occupations and skills, and strategies adopted by companies to deal with the possible digital skills gap in the country.
- 3.4. There should be a report with results and recommendations for each country, and each report should contain a review of recent evidence on digital transformation in each country, the use of new technologies, and the level of skills among the country's population. In addition, it should contain the analysis of the state of digital transformation, demand for digital occupations and skills, and strategies adopted by companies to deal with the possible digital skills gap in each country.

4. Key Activities

1. Design the survey to diagnose the state of digital transformation among companies in country 1,2, and 3 and their demand for digital occupations and skills.
2. Define the sample of companies to which the survey will be applied in coordination with local counterparts and with the support of the IDB in country 1,2, and 3.
3. Coordinate the implementation of the survey of the state of digital transformation among companies in country 1,2, and 3 and their demand for digital occupations and skills with counterparts and with support from the IDB.
4. Analyze survey information for country 1,2, and 3.
5. Prepare a report with the results and policy recommendations based on the results of the analysis for country 1,2,3.
6. Support in dissemination activities of the report with key counterparts in country 1,2, and 3. The activities will be coordinated by the IDB.

5. Expected Outcome and Deliverables

5.1. 1st deliverable

Product 1. Survey design for each country. The survey should collect information on the state of digital transformation, demand for occupations and digital skills and strategies that companies adopt to deal with the potential digital skills gap in country 1,2, and 3.

5.2. 2nd deliverable

Product 2. Survey report for each country. It should contain a review of recent evidence on digital transformation in country 1,2, and 3, the use of new technologies, and the level of skills among the population in the country. In addition, it should contain an analysis of recent information on the state of digital transformation, demand for occupations and digital skills, and strategies adopted by companies to deal with the potential digital skills gap in each country. Finally, the document should include policy recommendations based on the results of the analysis.

Product 3. Survey Database for each country.

6. Project Schedule and Milestones

Deliverable	Product	Estimated Delivery Date
1st Deliverable	Product 1. Survey design for each country.	Up to 60 days from start
2nd Deliverable	Product 2. Survey report for each country. Product 3. Survey Database for each country.	Up to 210 days from start

7. Reporting Requirements

- 7.1. All documented deliverables must be written in Spanish.
- 7.2. For Deliverable 2 Product 2, described in section 5, the supplier shall prepare a Presentation (.PPT) to be presented to senior management containing the summary of the Document.
- 7.3. All documentation must be submitted without exception, including graphs, workflows, diagrams and utilities generated as a result of the service.
- 7.4. Digital documents that correspond to digitized reports or textual material must be in the format .docx used by the Microsoft Word processor.
- 7.5. If there is an additional document that requires a different format, it should be coordinated with the IDB for the corresponding considerations.

8. Acceptance Criteria

- 8.1. The deliverables will be reviewed by the Inter-American Development Bank, under the coordination of David Rosas, Principal Sector Specialist (SCL/LMK).
- 8.2. Acceptance will involve a notification from the Bank official (section 9) after the final submission. The team will provide oral or written feedback. Once the Bank's comments are incorporated into the project supervisor's compliance, the reports will be approved.

9. Other Requirements

- 9.1. All Offerors shall assume all costs associated with the preparation and presentation of their proposals. The Bank does not assume any responsibility, whatsoever, to reimburse Offerors for costs incurred in the preparation of proposals in response this RFP.

10. Supervision and Reporting

- 10.1. Unless otherwise notified by the Bank, Laura Ripani, Chief of the Labor Markets and Social Security Division (SCL/LMK), shall act as the Bank's designated representative with respect to this Agreement. The consulting firm will report to project team leader.
- 10.2. Reports of deliverables will be submitted according to schedule. Comments, approvals, or any instructions for changes will be channeled through project team leader.
- 10.3. If any additional deliverables are required to those described in this document, the impact of the preparation of this will be evaluated by the supplier, who will inform whether or not this can be included as part of the scope of the project. If so, the supplier will coordinate with the Supervisor for the delivery of the respective documents.

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11. Payment Schedule

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11.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
<i>Deliverables</i>	%
1st Deliverable Product 1. Survey design for each country.	30%
2nd Deliverable Product 2. Survey report for each country. Product 3. Survey database for each country.	70%
TOTAL	100%

TERMS OF REFERENCE

Consultancy to develop a Digital Platform prototype with digital skills training offer.

1. Background and Justification

- 1.1. Digital technologies like artificial intelligence (AI), the internet of things (IoT) and cloud computing are fundamentally reshaping the world of work.** Some jobs of the future have yet to emerge, but there's already plenty of evidence to show the impact digital technology is having on the workplace. The trend towards the digital workplace provides rich opportunities for employers and employees, but there are obvious challenges to meet and overcome along the way. Business leaders will face stiff competition to hire and retain the best talent. Keeping track of labour market trends related to digital technology and skills will be crucial. Regulators and governments, on the other hand, must invest in supporting the workforce to develop the necessary digital skills to thrive in future labour markets — identifying the most important competencies and the occupations that require them. Education systems will also need to adapt to ensure a digital-ready workforce emerges from schools, colleges and universities (WEF, 2022).
- 1.2. Countries in Latin American and Caribbean (LAC) show significant lags in the level of digital skills among workers compared to developed countries.** For instance, in the digital skills index of the World Economic Forum (2017), which measures the degree to which the economically active population has the necessary digital skills, the region obtained a score 26% lower than that of the countries of OECD. Furthermore, according to ECLAC (2021), less than 40% of the population in LAC has basic digital skills (e.g., moving information within a document, sending emails, copying or moving files). For intermediate activities (e.g., using spreadsheets or presentation software), less than 30% have these skills. Finally, less than 25% of the population has more advanced digital skills (e.g., downloading and installing software and connecting and installing new devices), and only 7% acknowledge having used a programming language.
- 1.3. Designing effective policies requires good-quality data.** Unfortunately, the existing information in the region is insufficient to rigorously identify the current and future (prospective) demand for occupations and advanced digital skills. Having information at these levels is key for firms, the public sector, and workers. For the former, having detailed information would allow them to implement specific actions within their own companies. For the public sector, this information is a requirement for the design and implementation of policies aimed at improving the employability of workers and the productivity and competitiveness of companies in the country. Finally, this information will allow workers to take guided training and job search decisions in occupations with greater demand.

2. Objectives

- 2.1. Design of a technological solution to evaluate, categorize, and create personalized learning paths for various e-learning courses provided by the main technology providers, specifically aligning them with each LAC country's unique educational system and level definitions.

3. Scope of Services

- 3.1. The technological solution must be an online digital platform AI-powered to be adaptable and remain updated with the evolving educational standards and market needs for the upcoming years of the digital transformation in LAC, ensuring long-term relevance and accuracy in its assessments.
- 3.2. The course analysis and categorization must be AI-driven with the following:
 - employ natural language processing (NLP) and machine learning algorithms to analyze the content of e-learning courses, assess textual and multimedia content.
 - evaluate the course structure – including the complexity of assignments, the progression of topics, and the overall design of the learning path within each course.
 - map courses' learning outcomes to the skill requirements and educational objectives of each LAC country. This ensures that courses not only match the complexity level but also the practical skill needs of the region.
 - feature customizable criteria, allowing for adjustments in its evaluation algorithms to cater to the unique educational landscapes of different countries.
 - create learner profiles based on individual educational backgrounds, skill levels, and learning objectives and according to this will suggest personalized learning paths for users, guiding them towards courses that match their skill level and learning goals.
- 3.3. To maximize accessibility, the interface must support multiple languages, particularly those prevalent in LAC (English, Spanish, French and Portuguese).
- 3.4. To ensure the ease of access, the tool must be optimized for use on desktop and mobile devices such as smartphones and tablets.
- 3.5. The development of the project must be carried out in accordance with the agile methodology with the vision of obtaining the minimum lovable product (MLP).

4. Key Activities

- 4.1. Develop a quick AI-driven evaluation model of course complexities.
- 4.2. Design a country-specific software that is customizable (with crucial parameters) and provides a flexible and adaptive evaluation for different educational systems.
- 4.3. Develop an AI generated model that creates personalized and efficient learning pathways at intra-sectoral level and learning pathways by shared skills and curricula at inter-sectoral level.
- 4.4. Create a smart candidate matching model between courses and learners according to their personal information and interests.
- 4.5. Develop a streamlined user interface based on a simplified dashboard that will present complexity ratings, course recommendations, and personalized learning paths in an intuitive and accessible manner.

- 4.6. Create a quick course evaluation model that provides a course selection process for learners.
- 4.7. Develop a targeted upskilling/reskilling strategy that classifies among skill development needs by economic sector and/or industry.

5. Expected Outcomes and Deliverables

5.1. Training, testing and validation datasets per country –which must be complete, secure, and to the highest standards of data privacy– of:

- Skills profiling
- Education programs, institutions and all elements surrounding this area.
- Among others required for the AI architecture and platform design.

5.2. System Design and AI Modeling

- AI platform's architecture
- AI models and algorithms
- User-friendly interface
- Oline platform with dashboard
- All functionalities required to ensure the effective utilization of the platform by all stakeholders.

5.3. Technology transfer

- Documentation on the system and models.

6. Project Schedule and Milestones

	Output	Contents	Date
1	Planning and Initial Setup	Workplan	2 weeks from the start of the project
2	Training, testing and validation datasets per country	Skills profiling; Education programs, institutions and all elements surrounding this area	2 months from the start of the project
3	System Design and Modeling (pilot testing and full scale deployment and monitoring)	AI platform's architecture; AI models and algorithms; User-friendly interface; Oline platform with dashboard; all functionalities required to ensure the effective utilization of the platform by all stakeholders; testing dataset; validation dataset, and documentation.	5 months from the start of the project

The contents must correspond to activities and detailed deliverables outlined above.

7. Reporting Requirements

- 7.1. Since the software development will be carried out using the agile methodology, at the end of each sprint a report must be provided to the Bank with the obtained results (either in English or Spanish), as well as the updated contents of the software through an electronic access (all the software contents, including the datasets, user interface, dashboard, platform, etc. must be in all the LAC languages mentioned above).

8. Acceptance Criteria

- 8.1. Fernando Y. Pavón, specialist in the Labor Markets and Social Security Division of the IDB, is authorized to accept and approve this consulting work based on the expert opinion of key stakeholders of the automotive industry.
- 8.2. The two most important acceptance criteria are: 1) the effectiveness (efficacy and efficiency) of the model to meet the objective described previously, and 2) that the user experience of the software is validated by testers as highly satisfactory.

9. Other Requirements

- 9.1. All bidders must assume the costs associated with the preparation and presentation of their proposals. The Bank does not assume any responsibility, whatsoever, to reimburse offerors for the costs they have incurred in preparing proposals in response to this document.
- 9.2. The software must meet all cybersecurity requirements to prevent damage to models and data.
- 9.3. The software must comply with the regulations on AI in Mexico, as well as ethical standards and good practices in this field.

10. Supervision and Reporting

10.1. The consulting firm will report to Fernando Y. Pavón (fernandop@iadb.org), who will make comments on any deliverable, approve the deliverables and issue suggestions or instructions to make changes. It is the responsibility of the firm to ensure that deliverables are sent to the Bank.

11. Schedule of Payments

11.1. 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.

11.2. 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	Planning and Initial Setup	10%
2	Training, testing and validation datasets per country	40%
3	System Design and AI Modeling AI Development and Algorithm Training (pilot testing and full scale deployment and monitoring)	50%
	TOTAL	100%

Consultancy to create a guide for decision makers, trainers, and counselors of the Ministry of Labor and Public Employment Services to promote green jobs and support the green transition.

Post of Duty: International

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 an expert to develop a comprehensive guide aimed at assisting decision makers, trainers, and counselors within the Ministry of Labor and Public Employment Services. This guide will actively promote green jobs and facilitate the transition toward environmentally sustainable practices.

The objective is to produce a guiding document targeted to decision makers, trainers and counselors of the Ministry of Labor and specifically the Public Employment Service to support the country's transition towards a green economy, address the challenges posed by the climate change, and promote green jobs and the linked economic opportunities. The document will also aim to guide the fair transition of the most vulnerable to the climate change and the transition policies, including women, as gender will be mainstreamed through the document.

The You will work in the Labor Markets Division part of the Social Department. This team is responsible for promotes quality jobs to improve lives in Latin America and the Caribbean. Through development projects and state-of-the-art research, the Division works with countries and especially with public employment services (PES) of the region to achieve an accessible labor market for all.

What you'll do:

(main accountabilities that contribute to the team's objectives - don't go into the details)

- Produce a guide based on the latest international literature on the impacts of climate change and the policies to address it, on jobs and labor markets.
- Include in the guide aspects like key concepts for policy makers; policies and actions to promote green jobs.
- Include in the guide a section for monitoring and evaluation of PES performance in supporting the green transition and promoting green jobs.
- Design a workshop methodology to disseminate the guide.

Deliverables and Payments Timeline:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Product 1: Work plan	30%	First month of the consultancy
Product 2:	35%	Second month of the consultancy
Product 3:	35%	Third month of the consultancy

What you'll need

- **Education:** Ph.D.(or equivalent advanced degree) in Economics or other fields relevant to the responsibilities of the role.
- **Experience:** At least/ Between 10 and 15 years of progressive experience in labor markets development and green jobs.
- **Languages:** Proficiency in 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:** 7 months
- **Work Location:** Remote.

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

Our culture

At the IDB Group we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions.

Diversity, Equity, Inclusion and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply.

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

Our Human Resources Team reviews carefully every application.

About the IDB Group

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

About IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

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<https://www.facebook.com/IADB.org>

https://twitter.com/the_IDB

About IDB Lab

Is the innovation laboratory of the IDB Group. We mobilize financing, knowledge, and connections to drive innovation for inclusion in Latin America and the Caribbean. We believe innovation is a powerful tool that can transform our region, providing today unprecedented opportunities to populations that are vulnerable due to economic, social, or environmental factors. IDB Lab has a commitment to gender quality and diversity as part of its development mandate. The Strategy and Impact unit supports IDB Lab in the development of strategy, connections and knowledge, and impact measurement and reporting.

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About IDB Invest

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

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<https://twitter.com/BIDInvest>

Technical and operational support Consultant to support the implementation of technical Cooperation project (SEALC Network)**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

SCL/LMK is seeking to hire a consultant to fulfill the following objectives: (a) Organize and systematize documentation related to the exchange of experiences between countries on topics such as access to employment, public employment services, and other labor policies and programs; (b) Lead communications between IDB specialists and members of the SEALC Network, as well as other stakeholders; (c) Coordinate the provision of technical assistance to member countries of the Network through video conferences, expert visits, and regional workshops or courses; (d) Support the preparation of studies, reports, and presentations on the challenges of labor market integration, skills development, and job creation faced by individuals in Latin America and the Caribbean (ALC). Additionally, assist in the planning and execution of events or workshops related to these topics; (e) Assist in the implementation of surveys and studies aimed at creating publications on public employment services at both regional and global levels; (f) Facilitate coordination with stakeholders for the creation and publication of the SEALC Network's flagship publication, "The World of Public Employment Services 2.0."

What you'll do:

The consultant's responsibilities will encompass, but are not restricted to, the following:

- Offer specialized guidance and help Public Employment Services (PES) members of the SEALC Network to identify their technical assistance needs to enhance their institutional capacity.
- Furnish technical assistance for developing studies, reports, and presentations on labor market topics, specifically employment access, skills development, and job creation.
- Provide specialized guidance and support to SEALC Network PES members to identify technical assistance providers among PES in OECD countries or LAC. These providers should have best practices that align most effectively with their technical requirements.
- Coordinate dialogue and relationships with stakeholders and experts participating in the design and publication of the SEALC Network flagship.
- Organize events and/or workshops on labor market topics in the areas of employment access, skills development, and job creation.
- Receive and address requests for technical assistance from the Ministries of Labor and other regional counterparts on labor-related matters.
- Develop terms of reference for technical assistance requested by the countries.
- Coordinate the communication of invitations to technical personnel and consultants and hire them to provide technical assistance.
- Support the monitoring of technical assistance and prepare progress reports on the operational and financial execution of the SEALC Network.

- Receive, review, and systematize technical assistance reports.
- Coordinate activities with the SCL/LMK specialists who supervise the provided consultations.
- Monitor the development of the memorandum of understanding (MOU) and contracts for the project. Ensure that they are completed and closed on time and according to their established terms.
- Document the project's progress or adjustments using meeting minutes, memos, communications, and other means.
- Facilitate constant and effective communication and coordination between members of the SEALC Network and external partners.
- Support the development of a knowledge, communications, and dissemination strategy to capture and share lessons learned from technical assistance, events, and pilot projects so that they can be replicated on a broader scale.
- Ensure the proper management and safekeeping of project documents.

What you'll need

- **Education:** Master's degree (or equivalent advanced degree) in economics, business administration, social sciences, or other fields relevant to the responsibilities of the role.
- **Experience:** At least/ Between 5 and 10 years of progressive experience in conducting studies and analyses of labor market topics, and/or implementing employment projects, preferably in the Latin America and Caribbean region. Experience working in international organizations or other institutions similar to the Inter-American Development Bank would be preferred
- **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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- **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:** 36 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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Is the innovation laboratory of the IDB Group. We mobilize financing, knowledge, and connections to drive innovation for inclusion in Latin America and the Caribbean. We believe innovation is a powerful tool that can transform our region, providing today unprecedented opportunities to populations that are vulnerable due to economic, social, or environmental factors. IDB Lab has a commitment to gender quality and diversity as part of its development mandate. The Strategy and Impact unit supports IDB Lab in the development of strategy, connections and knowledge, and impact measurement and reporting.

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About IDB Invest

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TERMS OF REFERENCE

Consultancy for the development of a PES counselor training Pilot.

1. Background and Justification

- 1.1.** The Labor Markets Division (LMK) of the Inter-American Development Bank (IDB) promotes quality jobs to improve lives in Latin America and the Caribbean. Through development projects and state-of-the-art research, the Division works with countries and especially with public employment services (PES) of the region to achieve an accessible labor market for all.
- 1.2.** Shifts in globalization, technology, and society have made labor markets more complex, creating both opportunities and challenges. Even though the number of jobs in Latin America and the Caribbean (LAC) increased in 2023, the labor market continues to face high levels of unemployment and/or labor informality. During 2023, the level of informality and unemployment rate reached 48% ([ILO, 2023](#)) and 6.4% (IDB, 2023) respectively, with more than half of adult workers being working poor ([IDB 2023](#)).
- 1.3.** Women, young people, and people with disabilities face an even more difficult scenario ([IDB, 2023](#)). For example, women still have higher unemployment rates (2% higher than men) and lower participation rates than men in all countries (IDB, 2023). As for young people the unemployment rate reached 16.1%. Finally, 57% of women and 40% of men with disabilities are unemployed and 92.6% face difficulties finding jobs ([ELADis, 2024](#)).
- 1.4.** In this context of difficult labor insertion, labor market institutions such as Public Employment Services (PES) are key. PES are one category of Active Labor Market Policies (ALMPs). ALMPs are designed to facilitate the rapid and efficient insertion or reinsertion into the labor market of various groups, including workers, the unemployed, and vulnerable individuals, such as young people, women, people with disabilities, and others. This is achieved through intermediation, training, wage or recruitment subsidies and subsidized employment. In general, PES manage many of the other ALMP (ie. labor orientation, labor training, labor certification, etc.) and sometimes play a role in coordinating other passive services (e.g., welfare transfers related to the labor market).
- 1.5.** While PES and ALMPs are key for tackling labor market challenges, limited coverage and resources hinder their effectiveness. On one hand, LAC spent less than other regions on ALMP (Escudero et al., 2019; Espejo et al., 2023). This situation explains that on average the proportion of job seekers served per office is 38,872 in LAC, while in Europe and Asia-Pacific this number is less than 4,000. Likewise, the average workload of PES staff in the region is 5,180 unemployed per official compared to 170 in Europe (IDB, WAPES, and OECD, 2016). On the other hand, evidence suggests that to be more effective ALMPs and PES in LAC can benefit from improving program design and aiming to increase formality by targeting informal workers and focusing on skills development relevant to the formal sector (Escudero, Kluge, *et al.*, 2019b).

1.6. Additionally, LAC PES face challenges with the quantity and quality of their human resources, and they lack sufficient training opportunities.

2. Objectives

Development of PES counsler training Pilot.

3. Scope of Services

- 3.1. The training pilot will cover subjects related to intermediation and/or orientation.
- 3.2. The training pilot content must be developed by a specialized partner in the subject.
- 3.3. The modality should be online.
- 3.4. All activities must be coordinated with IDB Sealc Network team.

4. Key Activities

- 1. Design the course materials according to the content shared by the expert partner.
- 2. Develop the course materials.
- 3. Deploy the course materials.

5. Expected Outcome and Deliverables

5.1. 1st deliverable

Product 1. Course material design.

5.2. 2nd deliverable

Product 2. Course materials.

Product 3. Course deployment report.

6. Project Schedule and Milestones

Deliverable	Product	Estimated Delivery Date
1st Deliverable	Product 1. Course material design.	Up to 60 days from start
2nd Deliverable	Product 2. Course material. Product 3. Course deployment report.	Up to 210 days from start

7. Reporting Requirements

- 7.1. All documented deliverables must be written in Spanish.
- 7.2. All documentation must be submitted without exception, including graphs, workflows, diagrams and utilities generated as a result of the service.
- 7.3. Digital documents that correspond to digitized reports or textual material must be in the format .docx used by the Microsoft Word processor.
- 7.4. If there is an additional document that requires a different format, it should be coordinated

with the IDB for the corresponding considerations.

8. Acceptance Criteria

- 8.1. The deliverables will be reviewed by the Inter-American Development Bank, under the coordination of David Rosas, Principal Sector Specialist (SCL/LMK).
- 8.2. Acceptance will involve a notification from the Bank official (section 9) after the final submission. The team will provide oral or written feedback. Once the Bank's comments are incorporated into the project supervisor's compliance, the reports will be approved.

9. Other Requirements

- 9.1. All Offerors shall assume all costs associated with the preparation and presentation of their proposals. The Bank does not assume any responsibility, whatsoever, to reimburse Offerors for costs incurred in the preparation of proposals in response this RFP.

10. Supervision and Reporting

- 10.1. Unless otherwise notified by the Bank, Laura Ripani, Chief of the Labor Markets and Social Security Division (SCL/LMK), shall act as the Bank's designated representative with respect to this Agreement. The consulting firm will report to project team leader.
- 10.2. Reports of deliverables will be submitted according to schedule. Comments, approvals, or any instructions for changes will be channeled through project team leader.
- 10.3. If any additional deliverables are required to those described in this document, the impact of the preparation of this will be evaluated by the supplier, who will inform whether or not this can be included as part of the scope of the project. If so, the supplier will coordinate with the Supervisor for the delivery of the respective documents.
- 10.4. Confidentiality: The provider must keep confidential aspects related to the provision of services, not being authorized by the Entity for disclosure of information.

11. Payment Schedule

- 11.1. 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.
- 11.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
<i>Deliverables</i>	%
1st Deliverable Product 1. Course material design.	30%
2nd Deliverable Product 2. Course material.	70%
Product 3. Course deployment report.	

TOTAL	100%