TERMS OF REFERENCE

Design and Launch of the LAC-4R Digital Knowledge Platform as a Module Linked to RiskMONITOR

REGIONAL

Technical Cooperation RG-T4959

[RG-T4959]

Latin America and Caribbean Resilience, Readiness, and Risk-Protection Review (LAC-4R)

1. Background and Justification

The Latin America and Caribbean Resilience, Readiness, and Risk-Protection Review (LAC-4R) is a regional knowledge initiative of the Inter-American Development Bank, modeled on the Latin America and Caribbean Inequality Review. Its first phase commissions a set of 6 to 8 peer-reviewed research papers, with a synthesis, on disaster risk and resilience across the region, organized around the three goals of the disaster risk management agenda: more resilient countries, better prepared societies, and financially protected economies. The urgency is not abstract: between 2000 and 2025 the region recorded 1,695 disasters that affected more than 200 million people and caused economic losses above US$365 billion (EM-DAT, 2025).

Evidence that cannot be found does not get used. For the LAC-4R outputs to reach finance ministries, sector authorities, partner institutions, researchers, and the public, they need a permanent and accessible home rather than a scattering of links. That home is a digital knowledge platform built as a module of RiskMONITOR, the Bank's disaster risk information platform. Anchoring the platform in RiskMONITOR, rather than in a standalone site, means that ownership, maintenance, and continuity rest with the Bank's Disaster Risk Management Unit (CSD/DRM) beyond the life of the Technical Cooperation, and that the LAC-4R evidence sits alongside the operational risk information the Bank already curates.

These Terms of Reference govern the selection of a consulting firm to design, develop, and launch the LAC-4R digital knowledge platform as a module linked to RiskMONITOR. The firm delivers the platform itself: the design, the build, the integration with RiskMONITOR, the publication of the research outputs supplied by the Review, and the handover to CSD/DRM. The firm does not author the research content, which is produced under separate arrangements by the Review's Secretariat and authors.

2. Objectives

The objective of this consultancy is to design, develop, and launch the LAC-4R digital knowledge platform as a module integrated with RiskMONITOR, and to hand it over to CSD/DRM in a state the Bank can own, operate, and maintain with its own resources. The specific objectives are to:

2.1. Design the information architecture, user experience, and visual identity of the platform, consistent with the RiskMONITOR design system and IDB branding.

2.2. Develop the module and integrate it with RiskMONITOR, including navigation, search, and a metadata schema for the research outputs.

2.3. Publish the LAC-4R papers, the synthesis, and their metadata in an organized, searchable, and citable form.

2.4. Meet the Bank's standards for accessibility, performance, security, and interoperability.

2.5. Hand over the source code, technical and administrative documentation, and training so that CSD/DRM can operate and maintain the platform.

2.6. Launch the platform and provide a defined warranty and support period after go-live.

3. Scope of Services

The firm will design, build, and launch the LAC-4R digital knowledge platform as a module of RiskMONITOR, working under the direction of the Project Manager and in coordination with CSD/DRM and the RiskMONITOR technical team. The scope runs from requirements and design through development, integration, content publication, quality assurance, launch, handover, and a post-launch warranty period.

The platform is a module of RiskMONITOR, not a standalone product. The firm will work within the existing RiskMONITOR architecture, design system, and hosting and security arrangements, and will deliver the module so that it can be operated and maintained by CSD/DRM after handover. The firm does not produce the research content. The papers, synthesis, abstracts, and related metadata are supplied by the Review's Secretariat; the firm is responsible for ingesting, structuring, and publishing that material and for the tools that let CSD/DRM manage it going forward.

All intellectual property in the platform and its source code belongs to the Bank, and pre-existing Bank materials, including RiskMONITOR itself, remain the property of the Bank, as set out in Section 10.

4. Key Activities

The firm will carry out, at a minimum, the following activities:

4.1. Inception and requirements. Agree with the Bank an inception report and a detailed work plan; confirm the functional and technical requirements with CSD/DRM and the RiskMONITOR team; and confirm the content model based on the expected LAC-4R outputs.

4.2. Design. Produce the information architecture, wireframes, and visual design of the module, consistent with the RiskMONITOR design system and IDB branding, together with a technical specification covering the data model, the integration points, and the metadata schema for the papers and the synthesis.

4.3. Development. Build the front end and back end of the module, the content management tools, the search and filtering, and the metadata and citation handling, following the Bank's development and security standards.

4.4. Integration with RiskMONITOR. Integrate the module with RiskMONITOR, including shared navigation and design, authentication as applicable, and any data linkages, so that the platform is part of RiskMONITOR rather than adjacent to it.

4.5. Content publication. Ingest and publish the LAC-4R papers, the synthesis, abstracts, author information, and citation metadata supplied by the Secretariat, in an organized, searchable, and citable form.

4.6. Quality assurance. Test the module for accessibility (meeting a recognized standard such as WCAG 2.1 AA), performance, security, and correct display across common browsers and devices, and document the results.

4.7. Launch. Deploy the module to production and support the public release of the platform in coordination with CSD/DRM and the Review's dissemination.

4.8. **Handover.** Deliver the source code, the technical and administrative documentation, and training for the CSD/DRM team so that the Bank can operate and maintain the platform with its own resources.

4.9. **Warranty and support.** Provide a defined warranty and support period after go-live to correct defects and ensure stable operation.

5. **Expected Outcome and Deliverables**

At the close of the assignment the Bank will have a live LAC-4R digital knowledge platform, integrated as a module of RiskMONITOR, hosting the first set of papers and the synthesis, and owned, documented, and maintainable by CSD/DRM. The deliverables are as follows:

Deliverable 1 · Inception and design. Inception report and work plan; functional and technical requirements; information architecture, wireframes, and visual design; and the technical specification, including the data and metadata model and the RiskMONITOR integration approach.

Deliverable 2 · Functional platform module. The developed module, integrated with RiskMONITOR and available in a staging environment, with content management, search, and metadata handling working.

Deliverable 3 · Content published and quality assured. The LAC-4R papers, synthesis, and metadata published on the module; accessibility, performance, and security testing completed and documented.

Deliverable 4 · Launch, handover, and warranty. The module deployed to production and launched; source code, technical and administrative documentation, and training delivered to CSD/DRM; and the warranty and support period in effect.

6. **Project Schedule and Milestones**

The assignment is expected to run over approximately six months, with the launch timed to the availability of the first LAC-4R outputs and coordinated with the Review's dissemination. The indicative schedule is as follows, with each milestone tied to acceptance of the corresponding deliverable:

Month 1. Inception, requirements, and design (Deliverable 1).

Months 2 to 4. Development and integration with RiskMONITOR; functional module available in staging (Deliverable 2).

Months 4 to 5. Content publication and quality assurance (Deliverable 3).

Months 5 to 6. Launch, handover, and start of the warranty period (Deliverable 4).

7. **Reporting Requirements**

The firm will submit an inception report and work plan at the start of the assignment, a brief progress report with each deliverable, and a final report at handover. Reports and documentation will be submitted in English, in editable format, to the Project Manager. The Bank will have a minimum of ten business days to review and comment on any report or deliverable submitted for approval before the corresponding invoice is presented.

8. **Acceptance Criteria**

Each deliverable will be reviewed by the Project Manager, who is authorized to accept the work on behalf of the Bank. A deliverable is acceptable when it meets the requirements set out in these Terms of Reference and the agreed work plan, passes the agreed functional, accessibility, performance, and security tests where applicable, and is submitted in the agreed format. The Project Manager may request revisions, and the firm will remedy any material non-conformity as soon as possible; payment associated with a deliverable is released only after written acceptance.

The Project Manager for this assignment is Roberto Guerrero Compean, Team Leader, Disaster Risk Management Unit (CSD/DRM), rguerrero@iadb.org.

9. Consulting Firm and Team Requirements

The firm must be an established software and digital platform developer with a demonstrable record of designing, building, and launching web platforms for institutional clients.

General experience. The firm is expected to have proven experience in full-stack web development, content management, and search; experience integrating with or developing the Bank's RiskMONITOR platform, or comparable enterprise platforms, so that the module can be delivered within the existing architecture and handed over for maintenance by the Bank; familiarity with accessibility, performance, and security standards; and the institutional and financial capacity to deliver a contract of this scope.

Team. The firm will propose a team adequate to the scope of services, including at a minimum:

9.1. Project lead. Responsible for delivery, the work plan, and coordination with the Project Manager and the RiskMONITOR technical team.

9.2. Full-stack developer or developers. Responsible for the front end, back end, integration with RiskMONITOR, search, and metadata handling.

9.3. User experience and visual designer. Responsible for the information architecture, wireframes, and a design consistent with the RiskMONITOR design system and IDB branding.

9.4. Quality assurance. Responsible for accessibility, performance, security, and cross-browser and device testing.

The working language of the assignment is English; capacity in Spanish is an asset given the regional audience.

10. Other Requirements

10.1. Eligibility. The consulting firm must be legally incorporated and established in one of the member countries of the Inter-American Development Bank and be eligible to participate in Bank-financed procurement processes in accordance with the applicable Bank procurement policies and procedures.

10.2. Intellectual property. The Bank holds the exclusive right, title, and interest, including copyright, in all deliverables and in any software, source code, designs, databases, documentation, or other works prepared by the firm in the course of the Service. Where any right cannot be assigned, the firm grants the Bank an unlimited, exclusive, worldwide, royalty-free, perpetual, and irrevocable license, with the right to sublicense, to use the work in any medium and for any purpose. Pre-existing Bank materials, including RiskMONITOR and any information, data, software, or tools developed by or for the Bank, remain the property of the Bank, and the firm is granted a limited license to use them only as necessary to perform the Service. Any pre-existing materials of the firm incorporated into the Service are licensed to the Bank on an irrevocable, worldwide, perpetual, royalty-free, and non-exclusive basis, and will not be incorporated without the Bank's prior written consent.

10.3. Confidentiality and data protection. The firm and its personnel and subcontractors will keep all confidential information of the Bank in strict confidence, use it only to perform the Service, and return or destroy it on completion. Where personal data is processed, the firm will comply with applicable data protection law and apply commercially reasonable technical and organizational security measures.

10.4. Warranties and integrity. The firm warrants that it is qualified, equipped, and financially capable of performing the Service; that the work product is original and does not infringe any third-party intellectual property; and that it is not suspended or debarred by the Bank or any other international financial institution and has not engaged in prohibited practices, consistent with the Bank's sanctions procedures.

10.5. Relationship and subcontracting. The firm is an independent contractor and not an employee of the Bank. The firm may subcontract only with the Bank's prior written approval and remains fully responsible for the work of its subcontractors.

10.6. Hosting and continuity. The platform is delivered as a module of RiskMONITOR and hosted within the Bank's RiskMONITOR environment, so that operation, maintenance, and continuity rest with CSD/DRM after handover. There are no special security requirements beyond the Bank's standard procedures and those applicable to RiskMONITOR.

11. Supervision and Reporting

The firm will report to the Project Manager, Roberto Guerrero Compean, Team Leader, Disaster Risk Management Unit (CSD/DRM), rguerrero@iadb.org, who is responsible for monitoring and supervision throughout execution and who, as architect and steward of RiskMONITOR, will coordinate the integration with the RiskMONITOR technical team. The firm and the Project Manager will hold a kick-off meeting at the start of the assignment and regular progress meetings thereafter, with more frequent contact around integration, content publication, and launch. The Project Manager will review and comment on all reports and deliverables, approve deliverables, and issue any instructions for changes. It is the firm's responsibility to ensure that these meetings are held and that the reports are submitted to the Bank.

12. Schedule of Payments

Payment terms are based on the deliverables set out in Section 5. The estimated budget for the LAC-4R digital knowledge platform output is US$20,000, and the Bank wishes to receive the most competitive cost proposal for the services described herein. The total amount includes all services and expenses. Invoices are submitted to the Project Manager and, where requested, through the Bank's supplier portal; correct invoices are paid within thirty business days of submission. Payment against each deliverable is released only after written acceptance by the Project Manager.

Payment Schedule	
Deliverable	**%**
1. Deliverable 1 · Inception and design	25%
2. Deliverable 2 · Functional platform module	35%
3. Deliverable 3 · Content published and quality assured	20%
4. Deliverable 4 · Launch, handover, and warranty	20%
TOTAL	**100%**

TERMS OF REFERENCE

Secretariat of the Latin America and Caribbean Resilience, Readiness, and Risk-Protection Review (LAC-4R)

REGIONAL

Technical Cooperation RG-T4959

[RG-T4959]

Latin America and Caribbean Resilience, Readiness, and Risk-Protection Review (LAC-4R)

1. Background and Justification

Latin America and the Caribbean is among the most disaster-exposed regions in the world, and the toll has been both heavy and sustained. Between 2000 and 2025 the region recorded 1,695 disasters that caused more than 270,000 deaths, affected over 200 million people, and produced economic losses above US$365 billion (EM-DAT, 2025). Droughts, floods, and storms together accounted for close to 85 percent of the affected population, and storms alone drove roughly 55 percent of recorded economic losses. These impacts fall hardest on the poorest and most vulnerable households, damage productive and social assets, and erode development gains accumulated over decades.

The pressure is intensifying rather than easing. Climate change is raising the frequency, intensity, and compounding nature of extreme events, while demographic growth, rapid and often unplanned urbanization, and the concentration of people and assets in hazard-prone areas keep widening exposure. The macroeconomic and fiscal consequences are large and, in poorer economies, persistent: disasters can generate permanent output losses of between 2.1 and 3.7 percent of GDP (Cavallo, Becerra, and Acevedo, 2021), and in the region disasters and climate shocks could push up to 5.8 million additional people into poverty, with the heaviest burden falling on the households least able to absorb it (Bagolle, Costella, and Goyeneche, 2023). Governance reforms matter and can be measured: each additional point on the Index of Governance and Public Policy in Disaster Risk Management (iGOPP) is associated with roughly a 3 percent reduction in disaster-related fatalities (Guerrero Compeán and Lacambra Ayuso, 2020). Even so, stronger institutions have not been enough to offset accelerating hazards and rising exposure.

Underlying these challenges is a knowledge problem. The evidence base on disaster risk in the region is fragmented across institutions, hazards, and sectors, and it is rarely synthesized into the coherent, policy-relevant analysis that finance ministries, sector authorities, and development partners need in order to act. The Latin America and Caribbean Resilience, Readiness, and Risk-Protection Review (LAC-4R) responds to that gap. Modeled on the Latin America and Caribbean Inequality Review (LACIR), it adapts a proven architecture, namely a high-level expert panel, commissioned research, a flagship synthesis, and sustained dissemination, to the disaster risk agenda, organizing the work around the three goals of the disaster risk management agenda: more resilient countries, better prepared societies, and financially protected economies.

The LAC-4R is a two-phase initiative. This operation (RG-T4959) constitutes Phase 1, a 24-month effort that establishes the institutional architecture and delivers a first, self-contained body of evidence. A central piece of that architecture is a Latin American university that will act as the Secretariat of the Review. These Terms of Reference govern the competitive selection of that university, which will be contracted as a consulting firm to commission research, coordinate peer review, and establish and operate a regional research network of universities, research centers, and think tanks. The Secretariat is the operational and academic anchor of the initiative in the region. Without it the Bank cannot convene the network, manage the commissioning and review cycle at arm's length from the authors, or sustain the continuity that distinguishes the LAC-4R from one-off reporting exercises. The LACIR precedent, in which the London School of Economics hosted the secretariat and coordinated the panel, the commissioning, and the dissemination, demonstrates the value of anchoring this function in an academic institution of regional standing.

2. Objectives

The objective of this consultancy is to establish and operate the Secretariat of the LAC-4R during Phase 1, providing the academic coordination and network management required to deliver a first set of 6 to 8 peer-reviewed research papers with a synthesis, and to lay the institutional foundation for Phase 2. The specific objectives are to:

2.1. Propose, for the Bank's approval, the membership of a High-Level Panel of leading experts, and convene and support it through the commissioning and review cycle.

2.2. Establish and operate a regional research network of universities, research centers, and think tanks, with clear governance, balanced thematic and geographic coverage, and a work plan.

2.3. Support the Steering Committee and the High-Level Panel in defining the thematic agenda and validating the analytical clusters under the three goals of the disaster risk management agenda.

2.4. Coordinate the commissioning of 6 to 8 research papers through an open and contestable process, and manage the peer review at arm's length from the authors.

2.5. Organize one technical workshop for research development and peer review, convening the authors, the High-Level Panel, and the network.

2.6. Coordinate the preparation of a synthesis that draws out the cross-cutting findings of the commissioned papers.

2.7. Coordinate the academic content for the LAC-4R digital knowledge platform hosted on RiskMONITOR, and support dissemination.

3. Scope of Services

The Secretariat will act as the operational and academic coordination hub of the LAC-4R during Phase 1. The scope covers the full commissioning and review cycle for the first set of papers, the convening of the High-Level Panel, the establishment and day-to-day operation of the regional research network, the organization of one technical workshop, the coordination of the synthesis, and support to the dissemination of results through the digital knowledge platform.

Governance. Following the architecture of the LACIR, the initiative is governed by three bodies. A Steering Committee, composed of the Bank (CSD/DRM) and the Secretariat, directs the work, sets the thematic agenda, and validates the analytical clusters and the commissioning. A High-Level Panel of leading experts, indicatively 8 to 12, provides intellectual direction and peer review across the research program; the Secretariat proposes candidate Panel members, secures their participation, and convenes the Panel, with the final composition validated by the Steering

Committee, and the Panel may include Bank technical staff. The Secretariat is the executive and academic coordination arm that operationalizes the decisions of the Steering Committee and the Panel and runs the regional research network. This mirrors the LACIR model, in which the host institution convened and coordinated the panel while overall direction rested with a small steering committee.

The Secretariat will not author the commissioned papers itself. Research authors are contracted separately as individual consultants, and the Secretariat's role is to organize and manage the process by which they are identified, commissioned, reviewed, and brought to publication standard. This separation protects the independence and contestability of the research, consistent with the LACIR model, in which the choice of authors rested with the panel rather than with the host institution. The Secretariat is expected to bring its own academic capacity to bear on coordination, quality assurance, and convening, while keeping the commissioning open and competitive.

All services will be delivered in coordination with the Bank's Disaster Risk Management Unit (CSD/DRM) and will draw, where relevant, on the Bank's existing disaster risk information architecture, including RiskMONITOR and RiskHUB, and on consolidated external sources such as EM-DAT and national databases.

Research themes. The research program is organized around the three goals of the disaster risk management agenda, which serve as the Review's themes, in the spirit of the five themes that structured the Latin America and Caribbean Inequality Review. Within each theme the Steering Committee and the High-Level Panel will validate a set of analytical clusters and commission papers against them. The indicative thematic agenda is as follows:

3.1. **Theme 1 · More resilient countries.** Risk information and risk identification; disaster risk governance, mandates, and coordination, including the political economy incentives that bias systems toward response over prevention; resilient and risk-informed public infrastructure; nature-based solutions; risk-informed territorial and land-use planning; and fiscal incentives for preventive investment. Illustrative questions: which governance reforms most reduce loss of life and asset damage, building on the iGOPP evidence, and what are the costs and benefits of resilient infrastructure and nature-based solutions relative to the cost of inaction.

3.2. **Theme 2 · Better prepared societies.** Adaptive and shock-responsive social protection; inclusive early warning systems; the measurement of social vulnerability; and the long-term effects of disasters on human capital, health, and education. Illustrative questions: how can social protection be made shock-responsive at scale and who is left out of early warning coverage, and what are the persistent human-capital costs of disasters for affected children and households.

3.3. **Theme 3 · Financially protected economies.** The macroeconomics of resilience and the public finance of disaster risk; fiscal risk and the contingent liabilities of governments; sovereign and subnational disaster risk financing; risk-transfer and insurance instruments, including catastrophe bonds and contingent credit; and the protection gap. Illustrative questions: how large are the fiscal and growth effects of disasters in the region and how should governments combine budgetary, contingent, and risk-transfer instruments, and what would close the catastrophe protection gap.

The clusters above are indicative. The Steering Committee and the High-Level Panel will confirm the final set, the balance across themes, and the country cases, taking into account analytical gaps relative to the DRM Action Plan 2026-2030, policy and operational relevance for the Bank, data availability, and balanced coverage across the Bank's 26 borrowing member countries.

4. **Key Activities**

The Secretariat will carry out, at a minimum, the following activities, organized along the lines of the LACIR:

4.1. Secretariat set-up and governance. Within the first weeks of the contract, establish the Secretariat function, designate the key team, and agree with the Bank an inception report setting out the work plan, the governance and protocols of the Steering Committee and the High-Level Panel, the commissioning and peer-review protocol, and a detailed calendar of deliverables and milestones.

4.2. High-Level Panel. Propose to the Bank candidate members for a High-Level Panel of leading experts in disaster risk, climate, economics, and public policy, drawn from the region and beyond, balanced across the three themes, and proportionate to the scale of Phase 1; secure their participation; and convene and support the Panel through the commissioning and review cycle, supporting the Steering Committee in validating its final composition. The Panel provides intellectual direction and peer review across the research program, in the manner of the LACIR panel of scholars.

4.3. Regional research network. Identify, invite, and confirm the founding members of a regional research network of universities, research centers, and think tanks, with attention to coverage across the three goals of the disaster risk management agenda and to geographic balance across the Bank's borrowing member countries. Define the network's governance, membership terms, and modes of collaboration, and operate it through the life of the contract, including regular communication and at least one convening.

4.4. Thematic agenda and clusters. Support the Steering Committee and the High-Level Panel in refining the thematic agenda and validating the analytical clusters under each of the three goals, building on the indicative themes set out in Section 3.

4.5. Commissioning. Draft, with the Steering Committee and the support of the Panel, the terms of reference for each of the 6 to 8 papers; support the Panel in reviewing paper concepts and agreeing the commissioning; identify candidate authors through an open and contestable process; and coordinate with the Bank the contracting of the selected authors as individual consultants. Following the LACIR practice, author honoraria, administered by the Bank, are paid in two tranches, half on commissioning and half on acceptance of the final paper.

4.6. Peer review and quality assurance. Manage the peer-review process for the commissioned papers, channeling comments from the High-Level Panel and external referees to the authors, tracking revisions across drafts, and verifying that final papers meet the agreed academic and citation standards before publication.

4.7. Technical workshop. Organize one technical workshop for research development and peer review, convening the authors, the High-Level Panel, and the network. The Secretariat is responsible for the academic program, the assignment of discussants, and the documentation of the workshop. A second workshop is foreseen under Phase 2 of the initiative. Participant travel and venue costs are administered separately by the Bank.

4.8. Synthesis. Coordinate the preparation of a synthesis of the commissioned papers that draws out the cross-cutting findings and their policy and operational implications for the Bank and its member countries.

4.9. Platform, dissemination, and launch. Announce the Review and the regional research network early in the assignment; coordinate the academic content of the LAC-4R digital knowledge platform, which the Bank will build as a module linked to RiskMONITOR, ensuring that the papers and the synthesis are delivered in publication-ready form and organized for use by finance ministries, sector authorities, partner institutions, and the public; and support dissemination of results in coordination with CSD/DRM.

4.10. Reporting. Report to the Team Leader on progress against the work plan, flag risks early, and deliver the progress and final reports specified below.

5. Expected Outcome and Deliverables

By the close of Phase 1 the Bank will have a Latin American university established and operating as Secretariat, a functioning regional research network, a first body of 6 to 8 peer-reviewed papers with a synthesis, and the academic content for a digital knowledge platform linked to RiskMONITOR. Together these constitute a self-contained contribution to the regional evidence base and the justification for the Phase 2 request. The deliverables below correspond to the outputs defined in the Project Document.

Deliverable 1 · Inception report. Work plan; governance and protocols for the Steering Committee, the High-Level Panel, commissioning, and peer review; a proposed membership for the High-Level Panel; and a detailed calendar of deliverables and milestones.

Deliverable 2 · Regional research network established and operational. Confirmed founding membership, governance and membership terms, network work plan, and evidence of the network's operation. Corresponds to Output 1.3 of the Project Document.

Deliverable 3 · Commissioning package. Terms of reference for the first set of 6 to 8 papers, a roster of authors arrived at through an open and contestable process, and confirmation that the authors have been contracted by the Bank. Supports Output 1.1.

Deliverable 4 · Technical workshop and peer review. Workshop program, list of participants and discussants, a workshop report, and a consolidated set of peer-review comments transmitted to authors. Corresponds to Output 1.2.

Deliverable 5 · Final research products and closeout. The 6 to 8 peer-reviewed papers finalized to publication standard, the synthesis, the academic content for the digital knowledge platform delivered to CSD/DRM, and a final report on the operation of the Secretariat and the network. Completes Output 1.1 and consolidates Output 1.3.

6. Project Schedule and Milestones

This operation is Phase 1 of the LAC-4R initiative and runs for 24 months from the date the contract enters into force, consistent with the execution and disbursement periods of the operation. The Secretariat's work is organized in four stages, following the LACIR sequence, with each stage tied to acceptance of the corresponding deliverable:

Stage 0 · Set-up and convening (Months 1 to 3). Establish the Secretariat and submit the inception report (Deliverable 1); propose and convene the High-Level Panel; confirm the Steering Committee; establish the regional research network (Deliverable 2); and announce the Review and the network.

Stage 1 · Agenda and commissioning (Months 3 to 9). The Steering Committee, with the support of the Panel, refines the themes and validates the clusters; the terms of reference for the 6 to 8 papers are drafted; the Panel reviews paper concepts and agrees the commissioning; authors are identified through an open and contestable process and contracted by the Bank; drafting begins (Deliverable 3).

Stage 2 · Research, review, and workshop (Months 9 to 18). Authors prepare their papers; the Secretariat manages peer review with the Panel; one technical workshop is held to develop and review the research (Deliverable 4); authors revise their drafts.

Stage 3 · Synthesis, platform, and closeout (Months 18 to 24). Papers are finalized to publication standard; the synthesis is prepared; the academic content for the digital knowledge platform is delivered to CSD/DRM; and the final report is submitted (Deliverable 5).

7. <u>Reporting Requirements</u>

The Secretariat will submit an inception report within six weeks of contract signature; brief quarterly progress reports against the work plan; a workshop report following the technical workshop; and a final report at the end of the assignment. All reports and the final research products will be submitted in English. Given the regional audience, the synthesis and the principal dissemination products will be made available in both English and Spanish. Reports will be submitted electronically to the Team Leader in editable format, and the research papers, the synthesis, and the workshop documentation will serve as the principal means of verification, published on the LAC-4R platform hosted by RiskMONITOR.

8. <u>Acceptance Criteria</u>

Each deliverable will be reviewed by the Project Manager, who is authorized to accept the work on behalf of the Bank. A deliverable is acceptable when it meets the content and quality specified in these Terms of Reference and in the agreed work plan, reflects the peer-review and quality-assurance standards of the Review, and has been submitted in the agreed format and language. The Project Manager may request revisions, and the payment associated with a deliverable is released only after written acceptance.

The Project Manager for this assignment is Roberto Guerrero Compeán, Team Leader, Disaster Risk Management Unit (CSD/DRM), rguerrero@iadb.org.

9. <u>Consulting Firm and Team Requirements</u>

The consulting firm must be a university based in a Latin American and Caribbean borrowing member country of the Bank. Eligibility as a Latin American institution is a condition of this selection, consistent with the design of the LAC-4R, which anchors the Secretariat in the region.

General experience. The university is expected to be a recognized research institution with a demonstrable record in disaster risk management, climate, economics, public policy, or closely related fields; experience coordinating multi-author research programs, peer review, and academic convening; the institutional capacity to administer a consulting contract of this scope; and an established network of academic and policy contacts across the region.

Team. The firm will propose a team adequate to the scope of services, including at a minimum:

9.1. Academic Director (team leader). Senior researcher with a doctorate in economics, public policy, or a related discipline and a strong publication record in disaster risk, climate, or development. Leads the academic coordination and represents the Secretariat before the Steering Committee and the High-Level Panel.

9.2. Secretariat Coordinator. Experienced research or program manager responsible for day-to-day operation, the commissioning and peer-review cycle, and reporting to the Bank.

9.3. Network Coordinator. Responsible for establishing and operating the regional research network and for organizing the technical workshop.

9.4. Research and editorial support. Staff to support peer review, editing, citation standards, and the preparation of the synthesis and platform content.

9.5. Administrative and financial support. Staff to administer the contract and the contracting of authors in coordination with the Bank.

The working languages of the team are English and Spanish; capacity in Portuguese is an asset given the inclusion of Brazil among the Bank's borrowing member countries.

10. Other Requirements

Intellectual property. Intellectual property rights over any product resulting from the research and dissemination activities financed under this Technical Cooperation belong to the Bank, in accordance with the Bank's applicable policies. Integrity and intellectual property clauses will be incorporated into the consulting contract and into the contracts of the individual authors.

Independence and contestability. The commissioning of authors must remain open and contestable. The Secretariat may propose authors but cannot reserve a majority of the papers for its own staff, consistent with the LACIR model.

Data and platforms. Authors and the Secretariat will draw on consolidated sources, including RiskMONITOR, RiskHUB, EM-DAT, and national databases. The digital knowledge platform will be built by the Bank as a module linked to RiskMONITOR so that institutional ownership rests with CSD/DRM beyond the life of the Technical Cooperation; the Secretariat is responsible for delivering publication-ready academic content, not for building or hosting the platform.

There are no special security requirements or IT access restrictions beyond the Bank's standard procedures for Bank-executed operations.

11. Supervision and Reporting

The Secretariat will report to the Team Leader, Roberto Guerrero Compeán (CSD/DRM), rguerrero@iadb.org, who is responsible for monitoring and supervision throughout execution, with support from the Alternate Team Leader, Laura Natalia Rojas Sánchez (CSD/DRM), and the project team. The Secretariat and the Team Leader will hold a kick-off meeting at the start of the assignment and progress meetings thereafter, at a minimum monthly and more frequently around the technical workshop and the finalization of the papers. The Team Leader will review and comment on all reports and deliverables, approve deliverables, and issue any instructions for changes. It is the firm's responsibility to ensure that these meetings are held and that the reports are submitted to the Bank.

12. Schedule of Payments

Payment terms are based on the deliverables set out in Section 5. The Bank does not expect to make advance payments under consulting contracts. The Bank wishes to receive the most competitive cost proposal for the services described herein. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

The level of effort under this contract corresponds to the Secretariat coordination and regional research network envelope of the operation (Output 1.3, US$140,000). Author honoraria (Output 1.1) and the venue costs of the technical workshop (Output 1.2) are contracted and administered separately by the Bank. Payment against each deliverable is released only after written acceptance by the Project Manager.

Payment Schedule	
Deliverable	**%**
5. Deliverable 1 · Inception report	15%
6. Deliverable 2 · Regional research network established and operational	25%
7. Deliverable 3 · Commissioning package	20%
8. Deliverable 4 · Technical workshop and peer review	20%
9. Deliverable 5 · Final research products and closeout	20%
TOTAL	**100%**