

[Suggested structure]

Selection process #

TERMS OF REFERENCE

CONSULTANCY FOR CONDUCTING A COMPARATIVE STUDY ON FAMILY- CENTRIC VIOLENCE PREVENTION INTERVENTION MODELS

REGIONAL

RG- TXXX

ONE Safe Caribbean for Vulnerable Populations

[Web link to approved document]

1. Background and Justification

- 1.1.** Established in 1959, the Inter-American Development Bank (IDB) is the leading source of financing for economic, social, and institutional development in Latin America and the Caribbean. The Bank provides loans, grants, guarantees, policy advice, and technical assistance to support sustainable development.
- 1.2.** The mission of the Institutions for Development (IFD) Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin American and the Caribbean.
- 1.3.** The Citizen Security Division (CIS) of the IFD focuses on improving the capacity of Governments to address the challenges of citizen security and justice through evidence-based solutions in the areas of (i) supporting social violence prevention programs for youth and women (ii) strengthening police effectiveness and prioritizing citizen service (iii) promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) implementing prison management with a focus on the effective rehabilitation of inmates.
- 1.4.** Family dysfunction and inter-family violence are major risk factors for youth involvement in crime and violence. Global studies have confirmed the link between Adverse Childhood Experiences (ACEs)—including exposure to domestic violence, neglect, or substance abuse—and later criminal behavior. Children with multiple ACEs are more likely to exhibit violent behavior, with boys experiencing ACEs being up to 11 times more likely to perpetrate violence. Internationally, nearly 60% of children have experienced at least one ACE; in the Caribbean, this figure can exceed 80%.
- 1.5.** When family support systems break down, youth often seek belonging and identity within gangs. A family history of incarceration, intergenerational trauma, and parental gang involvement are

among the strongest predictors of youth engagement in crime - more so than poverty or unemployment. Despite the severity of this issue, efforts to reduce youth violence in the Caribbean are often hampered by the limited availability of scalable, evidence-based family interventions and a lack of regional data on what works. Strengthening family resilience and support structures - particularly for at-risk households - can interrupt cycles of violence and yield better outcomes across prevention, rehabilitation, and reintegration efforts.

2. Objectives

- 2.1.** The objective of this consultancy is to generate regional knowledge on family-centric violence prevention approaches by conducting a comparative study of at least three (3) family-focused intervention models currently or previously implemented in the Caribbean
- 2.2.** The consultancy aims to: (i) identify, map, and analyze the key components, methodologies, and outcomes of existing family-focused programs across selected countries; (ii) compare the structure, implementation challenges, and effectiveness of these models; and (iii) develop recommendations for the design and scaling of future regional interventions that strengthen family resilience and reduce youth involvement in violence.

3. Scope of Services

- 3.1.** The consulting firm will be required to conduct a comparative study of family-centric violence prevention models in at least three Caribbean countries. This will involve: (i) identifying relevant family-focused programs in the region, (ii) reviewing available program documentation, (iii) conducting interviews and facilitating focus groups with program implementers, government stakeholders, and beneficiaries, and (iv) producing detailed case studies of each selected model.
- 3.2.** The assessment should examine intervention design, target population, theoretical underpinnings, delivery modalities, inter-agency coordination, monitoring and evaluation practices, and measurable outcomes. Where possible, the study should include both demand-side (beneficiary) and supply-side (implementer) perspectives.
- 3.3.** The consulting firm will undertake a cross-case comparative analysis to highlight commonalities, unique features, success factors, challenges, and opportunities for adaptation or replication. Emphasis should be placed on programs that address parental support, intergenerational trauma, family-based case management, and violence de-escalation within the home.
- 3.4.** The consulting firm will also be responsible for producing a high-quality knowledge product synthesizing key findings, with actionable policy and programming recommendations for IDB and national governments.

4. Key Activities

4.1. Desk Review and Program Mapping

- 4.1.1 Identify existing and past family-focused violence prevention programs in the Caribbean through a rapid desk review and consultations with regional stakeholders.
- 4.1.2 Compile and analyze available program documents, evaluations, and literature on each initiative.
- 4.1.3 Select at least three models from different countries for in-depth case study development.

4.2. Field- Based Case Study Research

- 4.2.1 Conduct virtual or in-country data collection, including interviews and focus groups with program managers, field staff, beneficiaries, and national policymakers.
- 4.2.2 Collect qualitative and quantitative data related to program design, implementation experience, and impact on family cohesion and youth behavior.
- 4.2.3 Document institutional, social, and contextual factors influencing the success or limitations of each model.

4.3. Comparative Analysis and Knowledge Product

- 4.3.1 Analyze each model using a standardized framework to identify strengths, gaps, replicability, and alignment with evidence-based practices.
- 4.3.2 Prepare a comparative report that includes key takeaways, policy implications, and a roadmap for future regional interventions.
- 4.3.3 Present findings in a regional workshop or knowledge exchange event.

5. Expected Outcome and Deliverables

5.1. The consulting firm shall prepare and submit the following in English:

- 5.1.1 Inception Report and Work Plan - outlining the methodology, timelines, and coordination strategy for the consultancy, based on preliminary engagements with IDB and national stakeholders.
- 5.1.2 Program Mapping Report - outlining the range of existing family-centric programs in the Caribbean and rationale for selecting three (3) models for in-depth study.
- 5.1.3 Three (3) Country-Level Case Study Reports - providing a comprehensive review of selected models, including program theory, structure, delivery, outcomes, and impact.
- 5.1.4 Comparative Analysis Report - synthesizing findings across the case studies and identifying lessons learned, implementation challenges, and recommendations.
- 5.1.5 Final Knowledge Product - an engaging, visually appealing discussion paper for public dissemination, including summary infographics, policy messages, and recommendations for programming and scale-up.
- 5.1.6 Presentation Deck and Validation Session - PowerPoint summary of key findings and facilitation of a regional stakeholder webinar or workshop.

5.1.7 Final Consultancy Report - summarizing the entire consultancy process, key findings from the evaluations, stakeholder engagement outcomes, recommendations for replicability and scalability.

6. Project Schedule and Milestones

6.1. The consulting firm can propose specific working methods and schedules. However, the consulting firm should anticipate submission of deliverables according to proposed timelines. The proposed project schedule for submitting deliverables under this consultancy is as follows:

DELIVERABLES		
No.	Description	Timeline
1	<i>Inception Report and Work Plan</i>	<i>2 weeks after signing</i>
2	<i>Program Mapping Report</i>	<i>4 weeks after signing</i>
3	<i>Case Study Report #1</i>	<i>2 months after signing</i>
4	<i>Case Study Report #2</i>	<i>3 months after signing</i>
5	<i>Case Study Report #3</i>	<i>4 months after signing</i>
6	<i>Comparative Analysis Report</i>	<i>5 months after signing</i>
7	<i>Final Knowledge Product</i>	<i>7 months after signing</i>
8	<i>Validation Workshop and Final Outputs</i>	<i>9 months after signing</i>
9	<i>Final Consultancy Report</i>	<i>10 months after signing</i>

7. Reporting Requirements

7.1. Each deliverable must report findings and conclusions of relevant activities as described above.

8. Acceptance Criteria

8.1. The deliverables must be submitted to the Bank in an electronic file. As per Bank Records Management Section regulations, zip files will not be accepted as final reports.

8.2. The IDB, in consultation with the consulting firm and the beneficiary countries of the project, will make comments and suggestions to the draft reports submitted for incorporation by the consulting firm. The IDB will agree with the reports in writing, before making the corresponding payment

9. Other Requirements

9.1. The consulting firm must have demonstrated expertise in social research, violence prevention,

family systems, and citizen security in Latin America and the Caribbean.

- 9.2.** The consulting firm must have a lead technical specialist with at least ten (10) years of experience, violence prevention, social development, or public health and a Master's-level degree in a relevant discipline.
- 9.3.** The consulting firm is expected to demonstrate good experience in qualitative and mixed-methods research, stakeholder engagement, and production of knowledge products for diverse audiences.
- 9.4.** The IDB will have sole ownership of the intellectual property rights of all products prepared and delivered under this consultancy, which will be shared with the participating countries.

10. Supervision and Reporting

- 10.1.** The Consulting Firm will work under the direct supervision of Jason Wilks (jwilks@iadb.org), the IDB Senior Public Management Specialist serving as Technical Lead.

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. <i>Inception Report and Work Plan</i>	10%
2. <i>Program Mapping Report</i>	10%
3. <i>Case Study Report #1</i>	10%
4. <i>Case Study Report #2</i>	10%
5. <i>Case Study Report #3</i>	10%
6. <i>Comparative Analysis Report</i>	10%
7. <i>Final Knowledge Product</i>	10%
8. <i>Final Presentation and Workshop</i>	20%
9. <i>Final Consultancy Report</i>	10%
TOTAL	100%

[Suggested structure]

Selection process #

TERMS OF REFERENCE

CONSULTANCY TO DESIGN A PILOT TO STRENGTHEN FAMILY RESILIENCE AND PREVENT ADVERSE CHILDHOOD EXPERIENCES

REGIONAL

RG- TXXX

ONE Safe Caribbean for Vulnerable Populations

[Web link to approved document]

12. Background and Justification

12.1. Established in 1959, the Inter-American Development Bank (IDB) is the leading source of financing for economic, social, and institutional development in Latin America and the Caribbean. The Bank provides loans, grants, guarantees, policy advice, and technical assistance to support sustainable development.

12.2. The mission of the Institutions for Development (IFD) Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin America and the Caribbean.

12.3. The Citizen Security Division (CIS) of the IFD focuses on improving the capacity of Governments to address the challenges of citizen security and justice through evidence-based solutions in the areas of (i) supporting social violence prevention programs for youth and women (ii) strengthening police effectiveness and prioritizing citizen service (iii) promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) implementing prison management with a focus on the effective rehabilitation of inmates.

12.4. Family dysfunction and inter-family violence are major risk factors for youth involvement in crime and violence. Global studies have confirmed the link between Adverse Childhood Experiences (ACEs)—including exposure to domestic violence, neglect, or substance abuse—and later criminal behavior. Children with multiple ACEs are more likely to exhibit violent behavior, with boys experiencing ACEs being up to 11 times more likely to perpetrate violence. Internationally, nearly 60% of children have experienced at least one ACE; in the Caribbean, this figure can exceed 80%.

12.5. When families fail to provide safe, stable environments, youth often turn to gangs for support and belonging. A family history of gang affiliation or incarceration is a stronger predictor

of youth violence than either poverty or unemployment. Despite growing awareness, efforts to build family resilience have been hampered by fragmented programming, limited scale, and weak integration into national prevention strategies. Strengthening family-based protective mechanisms—particularly for vulnerable households—has the potential to significantly improve outcomes across prevention, rehabilitation, and reintegration efforts.

12.6. Building on the comparative study of family-centric violence prevention models in the Caribbean, this consultancy aims to translate research into practice by supporting the design and piloting of a scalable family-based intervention tailored to the regional context.

13. Objectives

13.1. The objective of this consultancy is to inform regional programming and policy on building family resilience to violence by designing and piloting at least one context-specific intervention that strengthens family support systems for vulnerable youth.

13.2. The consultancy aims to: (i) design a family-resilience pilot model aligned with evidence-based practices and regional needs; (ii) coordinate implementation of the pilot in one selected country; and (iii) generate lessons and recommendations to guide regional replication and scale-up.

14. Scope of Services

14.1. The consulting firm will design, implement, and document a pilot intervention to strengthen family resilience and reduce youth violence. This will include: (i) identifying a host country and target population in coordination with IDB and national stakeholders; (ii) designing the intervention based on best practices and local context; (iii) supporting pilot implementation and ongoing monitoring; and (iv) documenting key outcomes, lessons learned, and recommendations for scale-up.

14.2. The pilot design should integrate components such as parental support and training, family case management, trauma-informed approaches, community engagement and referral pathways. The firm will develop tools, frameworks, and materials necessary for implementation, including training curricula, monitoring templates, referral systems, and guidelines for inter-agency coordination. Monitoring and evaluation mechanisms should be built into the pilot to capture both process and outcome indicators related to family functioning, youth behavior, and community safety.

15. Key Activities

15.1. Pilot Design and Preparation

4.1.4 Identify host country and implementation site in consultation with IDB and local stakeholders.

- 4.1.5 Conduct rapid assessments (desk review + stakeholder interviews) to inform context-specific adaptation.
- 4.1.6 Design the intervention model, including theory of change, implementation framework, and M&E plan.
- 4.1.7 Develop all supporting tools, including training manuals, session guides, case management templates, and referral pathways.

15.2. Pilot Implementation Support

- 4.2.1 Coordinate with local partners and train relevant personnel.
- 4.2.2 Provide technical assistance throughout implementation.
- 4.2.3 Facilitate monitoring visits, data collection, and stakeholder consultations.
- 4.2.4 Troubleshoot challenges and propose iterative improvements.

4.3 Documentation and Knowledge Sharing

- 4.3.1 Capture learning through field reports, interviews, and real-time feedback.
- 4.3.2. Produce a pilot evaluation brief highlighting lessons learned, outcomes, and recommendations.
- 4.3.3. Develop a scalable model framework for replication.
- 4.3.4. Present results at a regional knowledge-sharing event.

16. Expected Outcome and Deliverables

16.1. The consulting firm shall prepare and submit the following in English:

- 5.1.8 Inception Report and Work Plan - outlining the methodology, timelines, and coordination strategy for the consultancy, based on preliminary engagements with IDB and national stakeholders.
- 5.1.9 Context Assessment Report – summarizing the findings from a rapid assessment and local consultations
- 5.1.10 Pilot Intervention Design Package – outlining the theory of change, curriculum, case management tools, and referral guidelines.
- 5.1.11 Midterm Progress Report –providing an update on implementation, emerging lessons, and early outcomes
- 5.1.12 Final Pilot Evaluation Report –analyzing the impact of the pilot, implementation insights, and policy recommendations
- 5.1.13 Presentation Deck and Regional Workshop - PowerPoint summary of key findings and facilitation of a regional stakeholder webinar or workshop.

17. Project Schedule and Milestones

17.1. The consulting firm can propose specific working methods and schedules. However, the consulting firm should anticipate submission of deliverables according to proposed timelines. The proposed project schedule for submitting deliverables under this consultancy is as follows:

DELIVERABLES		
No.	Description	Timeline
1	<i>Inception Report and Work Plan</i>	<i>4 weeks after signing</i>
2	<i>Context Assessment Report</i>	<i>10 weeks after signing</i>
3	<i>Pilot Design Package</i>	<i>20 weeks after signing</i>
4	<i>Midterm Progress Report</i>	<i>36 weeks after signing</i>
5	<i>Final Pilot Evaluation Brief</i>	<i>48 weeks after signing</i>
6	<i>Presentation Deck and Regional Workshop</i>	<i>60 weeks after signing</i>

18. Reporting Requirements

18.1. Each deliverable must report findings and conclusions of relevant activities as described above.

19. Acceptance Criteria

19.1. The deliverables must be submitted to the Bank in an electronic file. As per Bank Records Management Section regulations, zip files will not be accepted as final reports.

19.2. The IDB, in consultation with the consulting firm and the beneficiary countries of the project, will make comments and suggestions to the draft reports submitted for incorporation by the consulting firm. The IDB will agree with the reports in writing, before making the corresponding payment

20. Other Requirements

20.1. The consulting firm must have demonstrated expertise in social protection, violence prevention, family-based interventions, and youth development in the Latin America and Caribbean region.

20.2. The consulting firm must have a lead technical specialist with at least ten (10) years of experience, violence prevention, or social development and a Master's-level degree in a relevant discipline not limited to social work, psychology, or a related field.

20.3. The consulting firm is expected to demonstrate experience in pilot implementation, adaptive programming, and production of knowledge products for diverse audiences.

20.4. The IDB will have sole ownership of the intellectual property rights of all products prepared and delivered under this consultancy, which will be shared with the participating

countries.

21. Supervision and Reporting

21.1. The Consulting Firm will work under the direct supervision of Jason Wilks (jwilks@iadb.org), the IDB Senior Public Management Specialist serving as Technical Lead.

22. Schedule of Payments

22.1. 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.

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

Payment Schedule	
<i>Deliverable</i>	<i>%</i>
10. <i>Inception Report and Work Plan</i>	10%
11. <i>Context Assessment Report</i>	10%
12. <i>Pilot Design Package</i>	30%
13. <i>Midterm Progress Report</i>	20%
14. <i>Final Pilot Evaluation Brief</i>	10%
15. <i>Presentation Deck and Regional Workshop Report</i>	20%
TOTAL	100%

[Suggested structure]

Selection process #

TERMS OF REFERENCE

CONSULTANCY TO CONDUCT A POST-IMPLEMENTATION REVIEW OF YOUTH VIOLENCE INTERVENTIONS IN THE CARIBBEAN

REGIONAL

RG- TXXX

ONE Safe Caribbean for Vulnerable Populations

[Web link to approved document]

23. Background and Justification

23.1. Established in 1959, the Inter-American Development Bank (IDB) is the leading source of financing for economic, social, and institutional development in Latin America and the Caribbean. The Bank provides loans, grants, guarantees, policy advice, and technical assistance to support sustainable development.

23.2. The mission of the Institutions for Development (IFD) Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin America and the Caribbean.

23.3. The Citizen Security Division (CIS) of the IFD focuses on improving the capacity of Governments to address the challenges of citizen security and justice through evidence-based solutions in the areas of (i) supporting social violence prevention programs for youth and women (ii) strengthening police effectiveness and prioritizing citizen service (iii) promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) implementing prison management with a focus on the effective rehabilitation of inmates.

23.4. Caribbean countries have implemented a range of youth violence prevention initiatives aimed at reducing criminal behavior and building resilience among vulnerable adolescents. These have included community-based programs, mentorship schemes, family interventions, life skills development, and school-based violence prevention efforts. While some of these interventions have shown promise, a regionally coordinated review of their outcomes, cost-effectiveness, and sustainability has not been conducted.

23.5. As governments seek to scale up what works, efforts are often hindered by the lack of post-implementation analysis and the absence of reliable tracer data on the medium- to long-term impact of these initiatives. Strengthening the evidence base on what has worked, why, for whom, and under what conditions, is key to improving regional programming and achieving

greater impact with limited resources. This consultancy will contribute to the regional knowledge agenda by conducting post-implementation reviews of youth violence interventions in at least two Caribbean countries

24. Objectives

24.1. The objective of this consultancy is to assess the performance, cost-effectiveness, and long-term outcomes of selected youth violence prevention interventions in the Caribbean.

24.2. The consultancy aims to: (i) conduct post-implementation evaluations, including tracer studies, of at least two youth-focused violence prevention programs in different countries; (ii) analyze their effectiveness, sustainability, and cost-benefit; and (iii) provide recommendations for scaling and replication of impactful intervention.

25. Scope of Services

25.1. The consulting firm will conduct post-implementation reviews of youth violence prevention interventions. This will involve:

- i. Selecting at least two previously implemented or ongoing programs in consultation with IDB and national counterparts.
- ii. Conducting retrospective evaluations using qualitative and quantitative data; and
- iii. Documenting lessons learned, policy implications, and recommendations for scale-up.

25.2. The evaluations should assess program design, implementation quality, cost-efficiency, outcomes, and sustained impact after program completion. The study should also identify contextual, institutional, and individual-level factors that influenced success or failure.

25.3. The consulting firm will be responsible for the design and execution of tracer studies to follow up with former program participants. This should include development of appropriate survey tools, sampling methods, and ethical protocols.

25.4. The consultancy will culminate in a regional knowledge product that synthesizes insights across countries and provides practical recommendations to guide future programming.

26. Key Activities

26.1. Inception and Study Design

- 4.1.8 Finalize selection of countries and programs in consultation with IDB and national stakeholders.
- 4.1.9 Develop methodology for post-implementation evaluation, tracer study, and cost-benefit.
- 4.1.10 Submit inception report outlining work plan, tools, ethical considerations, and timeline.

26.2. Data Collection and Analysis

- 4.3.1 Conduct fieldwork in the selected countries, including interviews, focus groups, and surveys with former participants, implementers, and community stakeholders.
- 4.3.2 Collect and analyze administrative data and cost-related documentation from relevant
- 4.3.3 Apply mixed-methods analysis to assess effectiveness, sustainability, and cost-efficiency.

4.4 Synthesis and Knowledge Dissemination

- 4.3.1 Prepare country-level reports summarizing findings from each program review.
- 4.3.2 Develop a comparative analysis across countries and interventions.
- 4.3.3 Produce a final regional knowledge product for dissemination
- 4.3.4 Present results at a regional knowledge-sharing event.

27. Expected Outcome and Deliverables

27.1. The consulting firm shall prepare and submit the following in English:

- 5.1.14 Inception Report and Work Plan - outlining the methodology, timelines, and coordination strategy for the consultancy, based on preliminary engagements with IDB and national stakeholders.
- 5.1.15 Country- level Evaluation Report #1- Evaluation and tracer study findings for the first selected intervention.
- 5.1.16 Country- level Evaluation Report #2- Evaluation and tracer study findings for the second selected intervention.
- 5.1.17 Cost- Benefit analysis summary - Synthesis of financial efficiency, comparing intervention cost with outcomes.
- 5.1.18 Regional Synthesis and Knowledge Product - Summary paper with cross-country analysis, lessons learned, and recommendations.
- 5.1.19 Presentation Deck and Regional Workshop - PowerPoint slides and facilitation of a regional stakeholder webinar or workshop.

28. Project Schedule and Milestones

28.1. The consulting firm can propose specific working methods and schedules. However, the consulting firm should anticipate submission of deliverables according to proposed timelines. The proposed project schedule for submitting deliverables under this consultancy is as follows:

DELIVERABLES		
No.	Description	Timeline
1	<i>Inception Report and Work Plan</i>	<i>4 weeks after signing</i>
2	<i>Evaluation Report #1</i>	<i>12 weeks after signing</i>
3	<i>Evaluation Report #2</i>	<i>24 weeks after signing</i>

DELIVERABLES		
No.	Description	Timeline
4	<i>Cost – Benefit Analysis Summary</i>	<i>36 weeks after signing</i>
5	<i>Regional Synthesis and Knowledge Product</i>	<i>50 weeks after signing</i>
6	<i>Final Presentation and Workshop</i>	<i>60 weeks after signing</i>

29. Reporting Requirements

29.1. Each deliverable must report findings and conclusions of relevant activities as described above.

30. Acceptance Criteria

30.1. The deliverables must be submitted to the Bank in an electronic file. As per Bank Records Management Section regulations, zip files will not be accepted as final reports.

30.2. The IDB, in consultation with the consulting firm and the beneficiary countries of the project, will make comments and suggestions to the draft reports submitted for incorporation by the consulting firm. The IDB will agree with the reports in writing, before making the corresponding payment

31. Other Requirements

31.1. The consulting firm must have demonstrated expertise in social protection, violence prevention, family-based interventions, and youth development in the Latin America and Caribbean region.

31.2. The consulting firm must have a lead technical specialist with at least ten (10) years of experience, violence prevention, or social development and a Master's-level degree in a relevant discipline not limited to social work, psychology, or a related field.

31.3. The consulting firm is expected to demonstrate experience in pilot implementation, adaptive programming, and production of knowledge products for diverse audiences.

31.4. The IDB will have sole ownership of the intellectual property rights of all products prepared and delivered under this consultancy, which will be shared with the participating countries.

32. Supervision and Reporting

32.1. The Consulting Firm will work under the direct supervision of Jason Wilks (jwilks@iadb.org), the IDB Senior Public Management Specialist serving as Technical Lead.

33. Schedule of Payments

33.1. 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.

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

Payment Schedule	
<i>Deliverable</i>	%
16. <i>Inception Report and Work Plan</i>	10%
17. <i>Evaluation Report #1</i>	15%
18. <i>Evaluation Report #2</i>	15%
19. <i>Cost-Benefit Analysis Summary</i>	20%
20. <i>Regional Synthesis and Knowledge Product</i>	20%
21. <i>Final Presentation and Workshop</i>	20%
TOTAL	100%

[Suggested structure]

Selection process #

TERMS OF REFERENCE

CONSULTANCY TO CONDUCT A REGIONAL KNOWLEDGE EXCHANGE ON CASE MANAGEMENT FOR VULNERABLE YOUTH

REGIONAL

RG- TXXX

ONE Safe Caribbean for Vulnerable Populations

[Web link to approved document]

34. Background and Justification

34.1. Established in 1959, the Inter-American Development Bank (IDB) is the leading source of financing for economic, social, and institutional development in Latin America and the Caribbean. The Bank provides loans, grants, guarantees, policy advice, and technical assistance to support sustainable development.

34.2. The mission of the Institutions for Development (IFD) Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin American and the Caribbean.

34.3. The Citizen Security Division (CIS) of the IFD focuses on improving the capacity of Governments to address the challenges of citizen security and justice through evidence-based solutions in the areas of (i) supporting social violence prevention programs for youth and women (ii) strengthening police effectiveness and prioritizing citizen service (iii) promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) implementing prison management with a focus on the effective rehabilitation of inmates.

34.4. Case management has emerged as a proven and effective implementation strategy for violence prevention programming in the Caribbean, particularly in Jamaica. Under the Citizen Security and Justice Programme (CSJP), case management led to a 47% reduction in risk-to-violence scores among at-risk youth, exceeding international benchmarks of 25 - 30%.

34.5. Beyond Jamaica, many Caribbean countries have adopted case management in social services, corrections, education, and justice sectors, though with varying degrees of structure and success. The absence of standardized professional practice, limited professional development opportunities, and weak institutional coordination continue to limit the impact and scalability of case management systems across the region.

34.6. In response, a Regional Knowledge Exchange Forum on Case Management is required to strengthen technical capacity, promote standards, and enhance collaboration across Caribbean countries. This consultancy seeks to support the formalization and operationalization of the knowledge exchange forum, including regional standards, knowledge exchange, and institutional architecture for long-term sustainability.

35. Objectives

35.1. The objective of this consultancy is to establish and operationalize a Regional Knowledge Exchange Forum on Case Management for youth and families as a mechanism to promote professional standards, peer learning, and interagency and regional collaboration. The consultancy aims to: (i) review and adapt Jamaica's draft case management standards to develop a regionally endorsed framework; (ii) facilitate knowledge exchange and professional development across participating countries; establish the institutional mechanisms for a sustainable and active regional Knowledge exchange.

36. Scope of Services

36.1. The consulting firm will be responsible for coordinating and supporting the phased establishment of a Regional knowledge exchange forum. This will include developing regional standards of practice, supporting cross-country learning activities, establishing governance and communications platforms, and producing knowledge products.

36.2. The scope will include:

- iv. Conducting a landscape assessment in five (5) participating countries.
- v. Facilitating consultations with national stakeholders.
- vi. Refining and validating regional standards and/or capacity building needs.
- vii. Organizing a regional event/ study tour.
- viii. Establishing a secretariat or administrative mechanism to coordinate the knowledge exchange forum.

36.3. The firm will work closely with IDB and national stakeholders and ensure the engagement of frontline case managers, government agencies, and civil society actors across sectors (education, justice, social protection, child welfare).

37. Key Activities

37.1. Knowledge Exchange and Capacity Building

- 4.4.1 Organize study tours for regional representatives to observe case management practice in Jamaica.

- 4.4.2 Identify desired training opportunities in areas such as cognitive behavioral therapy (CBT), functional family therapy (FFT), and risk assessment tools.
- 4.4.3 Develop a plan for online and in-person training delivery in partnership with academic institutions (e.g., University of the West Indies).
- 4.4.4 Provide new guidance to service providers working predominantly with afrodescendant male youth inclusive of practices to improve self-efficacy and positive self-identity.
- 4.4.5 Ensure the sharing of good practices to improve service delivery that reduces the stereotyping and social exclusion of vulnerable populations receiving case management services.

4.5 Development of Regional Standards

- 4.5.1 Review Jamaica's draft Standards of Professional Practice for Case Management.
- 4.5.2 Conduct landscape assessments and consultations in at least five (5) participating countries.
- 4.5.3 Draft and validate regional case management standards.

4.6 Knowledge Management and Communications

- 4.6.1 Identify and support mechanisms for knowledge management and communications for the regional knowledge exchange. For example, this might include expanding Jamaica's *The Client* newsletter into a regional publication with regional contributions. Or the launch of a dedicated online platform with technical resources, discussion forums, and events calendar.

4.7 Institutionalization of the Regional Knowledge Exchange Forum

- 4.7.1 Host a Regional Case Management Summit to launch the knowledge exchange and establish an interim regional steering committee.
- 4.7.2 Set up a secretariat function to manage day-to-day operations and platform maintenance.

38. Expected Outcome and Deliverables

38.1. The consulting firm shall prepare and submit the following in English:

- 5.1.20 Inception Report and Work Plan - outlining the methodology, timelines, and coordination strategy for the consultancy, based on preliminary engagements with IDB and other stakeholders.
- 5.1.21 Landscape Assessment Report – detailing findings from consultations and assessments in five (5) countries.
- 5.1.22 Regional Case Management Standards - draft and final version of endorsed standards of professional practice.
- 5.1.23 Study Tour Report - summarizing study tour activities and key takeaways.
- 5.1.24 Regional Training Summary - describing training activities, tools used, and participant

feedback.

- 5.1.25 Regional knowledge exchange communications tools (newsletter/online platform, etc.).
- 5.1.26 Regional Summit Package – detailing the agenda, presentations, summit report, and documentation of outcomes.
- 5.1.27 Final Consultancy Report - summarizing all consultancy activities, achievements, and recommendations for sustainability.

39. Project Schedule and Milestones

39.1. The consulting firm can propose specific working methods and schedules. However, the consulting firm should anticipate submission of deliverables according to proposed timelines. The proposed project schedule for submitting deliverables under this consultancy is as follows:

<i>DELIVERABLES</i>		
No.	Description	Timeline
1	<i>Inception Report and Work Plan</i>	<i>3 weeks after contract signing</i>
2	<i>Study Tour Report</i>	<i>Week 10</i>
3	<i>Landscape Assessment Report</i>	<i>Week 15</i>
4	<i>Draft Regional Standards</i>	<i>Week 20</i>
5	<i>Regional Training Plan Summary</i>	<i>Week 25</i>
6	<i>Final Regional Standards</i>	<i>Week 28</i>
7	<i>Regional Summit</i>	<i>Week 30</i>
8	<i>Final Consultancy Report</i>	<i>Week 32</i>

40. Reporting Requirements

40.1. Each deliverable must report findings and conclusions of relevant activities as described above.

41. Acceptance Criteria

41.1. The deliverables must be submitted to the Bank in an electronic file. As per Bank Records Management Section regulations, zip files will not be accepted as final reports.

41.2. The IDB, in consultation with the consulting firm and the beneficiary countries of the project, will make comments and suggestions to the draft reports submitted for incorporation by the consulting firm. The IDB will agree with the reports in writing, before making the corresponding payment

42. Other Requirements

42.1. The consulting firm must have demonstrated expertise in case management, social

protection, violence prevention, family-based interventions, community-based programming, and youth development in the Latin America and Caribbean region.

42.2. The consulting firm must have a lead technical specialist with at least ten (10) years of experience, violence prevention, or social development and a Master's-level degree in a relevant discipline not limited to social work, psychology, or a related field.

42.3. The consulting firm is expected to demonstrate experience in standard-setting, stakeholder engagement, and regional knowledge exchange for diverse audiences.

42.4. The IDB will have sole ownership of the intellectual property rights of all products prepared and delivered under this consultancy.

43. Supervision and Reporting

43.1. The Consulting Firm will work under the direct supervision of Jason Wilks (jwilks@iadb.org), the IDB Senior Public Management Specialist serving as Technical Lead.

44. Schedule of Payments

44.1. 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.

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

Payment Schedule	
Deliverable	%
<i>Inception Report and Work Plan</i>	10%
<i>Study Tour Report</i>	20%
<i>Landscape Assessment Report</i>	10%
<i>Draft Regional Standards</i>	20%
<i>Regional Training Plan Summary</i>	10%
<i>Final Regional Standards</i>	5%
<i>Regional Summit</i>	20%
<i>Final Consultancy Report</i>	5%
TOTAL	100%

TERMS OF REFERENCE**CONSULTANCY FOR DELIVERING CAPACITY BUILDING ON DATA ANALYSIS AND DATA-DRIVEN RESPONSES TO DOMESTIC AND SEXUAL VIOLENCE**

REGIONAL

RG-T4863

ONE Safe Caribbean for Vulnerable Populations

[Web link to approved document]

45. Background and Justification

45.1. Established in 1959, the Inter-American Development Bank (IDB) is the leading source of financing for economic, social, and institutional development in Latin America and the Caribbean. The Bank provides loans, grants, guarantees, policy advice, and technical assistance to support sustainable development.

45.2. The mission of the Institutions for Development (IFD) Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin American and the Caribbean.

45.3. The Citizen Security Division (CIS) of the IFD focuses on improving the capacity of Governments to address the challenges of citizen security and justice through evidence-based solutions in the areas of (i) supporting social violence prevention programs for youth and women (ii) strengthening police effectiveness and prioritizing citizen service (iii) promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) implementing prison management with a focus on the effective rehabilitation of inmates

45.4. Gender-based violence (GBV), particularly intimate partner violence (IPV), remains a critical public safety issue in the Caribbean, undermining human rights and impeding social and economic development. Law enforcement agencies play a vital role in identifying, investigating, and preventing such violence. However, these efforts are often hampered by limited capacity for data collection, analysis, and evidence-based response. By strengthening institutional responses to GBV through phased capacity-building exercises, specialized units dedicated to GBV within law enforcement will possess the analytical capabilities and coordination mechanisms for GBV related data.

46. Objectives

46.1. The objective of this consultancy is to enhance the capacity of law enforcement in at least three (3) Caribbean countries to effectively collect, analyze and respond to GBV using data-driven approaches.

46.2. The consultancy aims to: (i) provide a multi-day training to develop technical capabilities related to domestic and sexual violence diagnosis and response; (ii) design a road map for the creation of a user-friendly guidebook/ toolkit, validated by regional stakeholders, to support the sustainable application of domestic and sexual violence data collection and analysis; and (iii) lay the groundwork for the future regional dissemination and discussion of the road map and its potential applicability in addressing the problem of domestic and sexual violence data practices among law enforcement agencies and multi-sectoral partners across the region.

47. Scope of Services

47.1. The consulting firm will be required to collaborate with local law enforcement, relevant government agencies, and civil society organizations in the selected countries to assess the institutional capacity and readiness for training and technical assistance related to domestic and family violence, with a specific focus on data infrastructure, analytical capacity, and multi-sectoral coordination. This diagnostic scoping mission will include targeted consultations, stakeholder interviews, and field observation activities—including ride-alongs with domestic violence officers—to identify challenges, strengths, and opportunities for intervention. The assessment will also examine existing definitions and understandings of GBV, data collection mechanisms, analytical tools, current policy frameworks, and institutional gaps. The outcome of this phase should yield a comprehensive baseline of the country's current GBV response systems and inform the design of the subsequent training and resource development components.

47.2. The consulting firm will develop and deliver a 3 to 3.5 day training program aimed at building the capacity of key public service delivery providers in law enforcement and public health in Jamaica to conduct effective community-based assessments of domestic and sexual violence. The training will focus on developing skills in data collection, analysis, and evidence-based response strategies. Emphasis will be placed on understanding domestic and sexual violence prevalence and risk factors, improving data-driven decision-making, fostering multi-sectoral collaboration, and designing locally relevant interventions. The training must also equip participants with the tools to assess survivor and perpetrator dynamics and address systemic barriers to effective domestic and sexual violence prevention and response. The consulting firm will be responsible for refining the training curriculum and for delivering practical, context-appropriate content that supports long-term institutional strengthening.

47.3. The consulting firm will design and develop a user-friendly guidebook/toolkit to support the assessment and response to domestic and family violence in the Caribbean, which will be validated by participating countries. This toolkit should consolidate key training content,

incorporate findings from the scoping mission and training activities, and provide practical tools for ongoing use by law enforcement and other stakeholders. The content should address areas such as victim-centered service provision, risk assessment, data collection protocols, case management, and inter-agency collaboration. The guidebook/toolkit is expected to be developed through a participatory process, drawing on expert input, stakeholder feedback, and survivor-informed perspectives, where appropriate. It must be designed in both printed and digital formats, with the digital version including interactive modules, templates, and multimedia resources that enable dynamic learning and real-time application.

48. Key Activities

48.1. Scoping Mission and Diagnostic Assessment

- 4.1.11 Conduct a four-day scoping mission in the country where the main training will take place, to assess institutional capacity and readiness for GBV-related data training and technical assistance.
- 4.1.12 Hold consultations with law enforcement focusing on response protocols, investigative procedures, case management systems, and inter-agency coordination.
- 4.1.13 Conduct a ride-along with domestic violence officers to observe first-hand response procedures, victim engagement strategies, and field-level challenges.
- 4.1.14 Engage with relevant government ministries, civil society organizations, and service providers to assess data infrastructure and current GBV strategies.
- 4.1.15 Collect and review relevant GBV-related documents (e.g., reports, policies, data summaries, and research studies) from key stakeholders.
- 4.1.16 Analyze findings and develop a comprehensive diagnostic report outlining strengths, gaps, and opportunities for capacity-building in GBV data collection and analysis.

48.2. Capacity Building Training

- 4.2.4 Design a 3-to-3.5-day training curriculum for law enforcement.
- 4.2.5 Deliver the training program with sessions focused on domestic and sexual violence prevalence, risk factors, community-based assessments, data collection and analysis workflows, domestic violence fatality review, and evidence-based strategies.
- 4.2.6 Facilitate practical exercises, such as stakeholder mapping, mock domestic violence fatality reviews, and case study analyses.
- 4.2.7 Promote multi-sectoral collaboration through group activities and participatory sessions to support the co-development of localized domestic and sexual violence surveillance, response and support capabilities.
- 4.2.8 Document participant feedback and lessons learned to facilitate the design of knowledge products to inform future programming and resource development.

48.3. Development of IPV Guidebook/Toolkit

- 4.3.4 **Annotated Outline of the Guidebook:** A detailed structure of the proposed

guidebook/toolkit, including proposed chapter titles, subtopics, and rationale for inclusion.

4.3.5 **Brief Methodology Report.** A document explaining the recommended processes for gathering content, including strategies for integrating survivor-informed perspectives, legal reviews, and regional best practices.

4.3.6 **Content Development Framework.** Guidelines for how the guidebook content will be created, validated, and reviewed (e.g., community engagement, peer feedback, expert panels).

4.3.7 **Production Timeline.** A timeline outlining key phases of the guidebook's development, from content creation to final publication and dissemination.

4.3.8 **Dissemination and Use Strategy.** A plan for how the guidebook will be distributed to police agencies and stakeholders across the Caribbean, including training or implementation recommendations.

49. Expected Outcome and Deliverables

49.1. The consulting firm shall prepare and submit the following in English:

5.1.28 Inception Report and Work Plan - outlining the methodology, timelines, and coordination strategy for the consultancy, based on preliminary engagements with IDB and national stakeholders.

5.1.29 Training Curriculum and Agenda - including session outlines, facilitator guides, case studies, and presentation materials for the five-day capacity-building workshop.

5.1.30 Training Summary Report - documenting the training delivery process, participant feedback, key insights, and a synthesis of the localized IPV action plans developed during the sessions.

5.1.31 Draft Written Blueprint (Comprehensive Proposal). A polished, formal document that integrates all of the above findings, processes, deliverables, and timelines. This blueprint will serve as the foundational document to guide the full development of the guidebook/toolkit.

5.1.32 Final GBV Guidebook/Toolkit - incorporating feedback, formatted for dissemination, and including multimedia elements (as appropriate) to support long-term institutional use.

5.1.33 Final Consultancy Report - summarizing the entire consultancy process, key findings from all three phases, stakeholder engagement outcomes, recommendations for sustainability, and guidance on institutional integration of tools and training content.

50. Project Schedule and Milestones

50.1. The consulting firm can propose specific working methods and schedules. However, the consulting firm should anticipate submission of deliverables according to proposed timelines. The proposed project schedule for submitting deliverables under this consultancy is as follows:

DELIVERABLES		
No.	Description	Timeline
1	<i>Inception Report and Work Plan</i>	<i>4 Weeks after the signing of the contract.</i>
3	<i>Training Curriculum and Delivery</i>	<i>Week 5</i>
4	Report on Content Development Framework for Training Guide.	<i>Week 8</i>
5	<i>Draft GBV Guidebook/ Toolkit</i>	<i>Week 16</i>
6	<i>Final Guidebook/ Toolkit</i>	<i>Week 18</i>
7	<i>Final Report</i>	<i>Week 30</i>

51. Reporting Requirements

51.1. Each deliverable must report findings and conclusions of relevant activities as described above.

52. Acceptance Criteria

52.1. The deliverables must be submitted to the Bank in an electronic file. As per Bank Records Management Section regulations, zip files will not be accepted as final reports.

52.2. The IDB, in consultation with the consulting firm and the beneficiary countries of the project, will make comments and suggestions to the draft reports submitted for incorporation by the consulting firm. The IDB will agree with the reports in writing, before making the corresponding payment

53. Other Requirements

53.1. The consulting firm will retain personnel with the necessary experience to support the development and submission of deliverables. The consulting firm must have a lead technical specialist with at least ten (10) years of experience, who will have the relevant qualifications and experience to include the following: Graduate-level University degrees in fields such as Criminal Justice, Public Policy, Computer Sciences, Social Work or Public Health.

53.2. The consulting firm is expected to have a good understanding of law enforcement structures within the Caribbean, including a thorough understanding of issues regarding institutional capacity of citizen security institutions.

53.3. The IDB will have sole ownership of the intellectual property rights of all products prepared and delivered under this consultancy, which will be shared with the participating countries.

54. Supervision and Reporting

54.1. The Consulting Firm will work under the direct supervision of Jason Wilks (jwilks@iadb.org), the IDB Senior Public Management Specialist serving as Technical Lead.

55. Schedule of Payments

55.1. 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.

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

Payment Schedule	
<i>Deliverable</i>	%
22. <i>Inception Report and Work Plan</i>	10%
23. <i>Report Summary of the Training</i>	50%
24. <i>Report on content development framework for guidebook/toolkit</i>	10%
25. <i>Draft GBV Guidebook/ Toolkit</i>	10%
26. <i>Final Guidebook/ Toolkit</i>	10%
27. <i>Final Report</i>	10%
TOTAL	100%

[Suggested structure]

Selection process #

TERMS OF REFERENCE

CONSULTANCY EXECUTING REFORM AGENDA FROM THE REGIONAL SYMPOSIUM ON STATE RESPONSES TO DOMESTIC AND SEXUAL VIOLENCE

REGIONAL

RG-T4863

ONE Safe Caribbean for Vulnerable Populations

[Web link to approved document]

56. Background and Justification

56.1. Established in 1959, the Inter-American Development Bank (IDB) is the leading source of financing for economic, social, and institutional development in Latin America and the Caribbean. The Bank provides loans, grants, guarantees, policy advice, and technical assistance to support sustainable development.

56.2. The mission of the Institutions for Development (IFD) Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin America and the Caribbean.

56.3. The Citizen Security Division (CIS) of the IFD focuses on improving the capacity of Governments to address the challenges of citizen security and justice through evidence-based solutions in the areas of (i) supporting social violence prevention programs for youth and women (ii) strengthening police effectiveness and prioritizing citizen service (iii) promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) implementing prison management with a focus on the effective rehabilitation of inmates

56.4. Gender-based violence (GBV), particularly intimate partner violence (IPV), remains a critical public safety issue in the Caribbean, undermining human rights and impeding social and economic development. Although governments across the region are making progress, structural gaps persist in the areas of legislative harmonization, policy coherence, data-driven responses, and survivor-centered services.

57. Objectives

57.1. The objective of this consultancy is to support the execution of the Reform Agenda

endorsed at the Regional Symposium on State Responses to Domestic and Sexual Violence.

57.2. The consultancy aims to: (i) Draft model legislation, policy papers, and/or strategic plans based on the endorsed Reform Agenda, (ii) Produce regional guidelines/manual for first-responder data analysis and data-driven responses to domestic and sexual violence, and (iii) Consolidate the technical outputs of the symposium into practical, implementable products for use across the Caribbean.

58. Scope of Services

58.1. The consulting firm will be required to:

- Review and analyze the Reform Agenda and all background documentation generated during the Regional Symposium.
- Conduct stakeholder consultations with government officials, law enforcement, judicial officers, civil society organizations, survivor-led groups, and regional bodies to ensure alignment and relevance.
- Draft model legislation and policy papers that reflect international best practices and are adapted to the Caribbean context.
- Develop strategic plans and implementation roadmaps for participating countries to operationalize key aspects of the Reform Agenda.
- Produce a Regional Guidelines/Manual on First Responder Data Analysis that establishes protocols for data collection, analysis, sharing, and evidence-based response.
- Facilitate validation workshops to review drafts and secure stakeholder buy-in across at least three Caribbean countries.
- Develop a dissemination and advocacy strategy for uptake of all products, including toolkits, model laws, and policy briefs.

59. Key Activities

59.1. Inception and Planning

4.1.17 Prepare an Inception Report detailing methodology, work plan, and stakeholder engagement strategy.

59.2. Capacity Building Training

4.2.1 Conduct interviews, focus groups, and virtual meetings to gather input on priority reforms.

4.2.2 Map existing legislative and policy frameworks on domestic and sexual violence.

4.3 Drafting of Technical Products

4.3.1 Model legislation on priority areas identified in the reform agenda

4.3.2 Policy Papers and/or strategic plans to guide implementation

4.3.3 Regional Guidelines/Manual on first responder data analysis and date-driven response.

4.4 Validation and Revision

4.4.1 Finalize all technical products and submit to the IDB

4.4.2 Propose a dissemination plan (including training modules, webinars, or presentations)

60. Expected Outcome and Deliverables

60.1. The consulting firm shall prepare and submit the following in English:

- 5.1.34 Inception Report and Work Plan - outlining the methodology, timelines, and coordination strategy for the consultancy, based on preliminary engagements with IDB and national stakeholders.
- 5.1.35 Draft Model legislation and Policy Papers- including initial drafts based on the reform agenda.
- 5.1.36 Draft Regional Guidelines/Manual - including first responder data analysis and data driven responses.
- 5.1.37 Validation workshop report – synthesizing stakeholder feedback and agreed revisions.
- 5.1.38 Final Model Legislation, Policy papers, and guidelines that are polished, formatted and ready for dissemination.
- 5.1.39 Dissemination and advocacy strategy outlining a plan for rollout and institutionalization.
- 5.1.40 Final consultancy report - summarizing the entire consultancy process, stakeholder engagement outcomes, and any recommendations.

61. Project Schedule and Milestones

61.1. The consulting firm can propose specific working methods and schedules. However, the consulting firm should anticipate submission of deliverables according to proposed timelines. The proposed project schedule for submitting deliverables under this consultancy is as follows:

DELIVERABLES		
No.	Description	Timeline
1	<i>Inception Report and Work Plan</i>	<i>4 Weeks after the signing of the contract.</i>
3	<i>Draft model legislation and policy papers</i>	<i>Week 9</i>
4	<i>Draft regional guidelines/manual</i>	<i>Week 10</i>
5	<i>Validation workshop report</i>	<i>Week 35</i>
6	<i>Final model legislation, policy papers, and guidelines</i>	<i>Week 40</i>
7	<i>Dissemination and advocacy strategy</i>	<i>Week 45</i>
8	<i>Final Consultancy Report</i>	<i>Week 50</i>

62. Reporting Requirements

62.1. Each deliverable must report findings and conclusions of relevant activities as described above.

63. Acceptance Criteria

63.1. The deliverables must be submitted to the Bank in an electronic file. As per Bank Records Management Section regulations, zip files will not be accepted as final reports.

63.2. The IDB, in consultation with the consulting firm and the beneficiary countries of the project, will make comments and suggestions to the draft reports submitted for incorporation by the consulting firm. The IDB will agree with the reports in writing, before making the corresponding payment

64. Other Requirements

64.1. The consulting firm will retain personnel with the necessary experience to support the development and submission of deliverables. The consulting firm must have a lead technical specialist with at least ten (10) years of experience, who will have the relevant qualifications and experience to include the following: Graduate-level University degrees in fields such as Criminal Justice, Public Policy, Computer Sciences, Social Work or Public Health.

64.2. The consulting firm is expected to have a good understanding of law enforcement structures within the Caribbean, including a thorough understanding of issues regarding institutional capacity of citizen security institutions.

64.3. The IDB will have sole ownership of the intellectual property rights of all products prepared and delivered under this consultancy, which will be shared with the participating countries.

65. Supervision and Reporting

65.1. The Consulting Firm will work under the direct supervision of Jason Wilks (jwilks@iadb.org), the IDB Senior Public Management Specialist serving as Technical Lead.

66. Schedule of Payments

66.1. 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.

66.2. 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. <i>Inception Report and Work Plan</i>	10%
2. <i>Draft model legislation and policy papers</i>	20%
3. <i>Draft regional guidelines/manual</i>	20%
4. <i>Validation workshop report</i>	10%
5. <i>Final model legislation, policy papers, and guidelines</i>	20%
6. <i>Dissemination and advocacy strategy</i>	10%
7. <i>Final Consultancy Report</i>	10%
TOTAL	100%

Senior Citizen Security Consultant

Post of Duty:Jamaica

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this position

We are looking for a proactive, detail-oriented, and reliable Senior Citizen Security Consultant. As Senior Citizen Security Consultant, you will provide day-to-day administrative and logistical assistance to ensure the smooth implementation of the ONE Safe Caribbean for Vulnerable Populations program.

You will work in the Citizen Security Division (CIS), part of the Institutions for Development (IFD) Department. The mission of the Institutions for Development Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin American and the Caribbean.

The Citizen Security Division of the IFD focuses on improving the capacity of Governments to address the challenges of citizen security and justice through evidence-based solutions in the areas of (i) supporting social violence prevention programs for youth and women (ii) strengthening police effectiveness and prioritizing citizen service (iii) promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) implementing prison management with a focus on the effective rehabilitation of inmates

What you'll do:

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

- Provide Senior Citizen Security in coordinating and implementing activities under the ONE Safe Caribbean for Vulnerable Populations program.
- Assist in preparing reports, presentations, and official documentation.
- Track project milestones, timelines, and deliverables to support effective program execution.
- Organize and schedule meetings, workshops, and events across the Caribbean region.
- Liaise with government counterparts, civil society organizations, and IDB technical consultants to ensure smooth communication and coordination.
- Take detailed minutes, prepare action plans, and follow up on key stakeholder meetings and workshops.
- Support monitoring of achievements and challenges, contributing to quarterly and mid-term reports.
- Assist in finalizing the program completion report with lessons learned and recommendations.

Deliverables and Payments Timeline:

Example: Payments will be made upon the PEC's submission of invoices linked to the delivery and acceptance of the above-mentioned activities by the project supervisor. Invoices will account for the number of days worked on a given product, activities performed, and outputs delivered.

What you'll need

- **Education:** Master's degree (or equivalent advanced degree) in Business Administration, Public Administration, International Development, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 5 years of professional experience in project administration, logistics, or public-sector management.
- **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:** choose one of the following:
IDB: You are either a citizen/ resident of one of our 48-member countries or are eligible to obtain a valid residency or legal permit to work in the country of contracting without the need for sponsorship by the IDB.
- **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), Retainer.
- **Length of contract:** 857 days in a period of 36 months
- **Work Location:** Remote.

Our culture

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

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.

Follow us:

<https://www.linkedin.com/company/inter-american-development-bank/>

<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 equality 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.

Follow us:

<https://www.linkedin.com/company/idblab/>

<https://www.facebook.com/IDBLab>

https://twitter.com/IDB_Lab

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.

Follow us:

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