

REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTING SERVICES
BANK-EXECUTED OPERATIONS
FULL COMPETITIVE SELECTION PROCESS

PROJECT NAME: Mainstreaming Climate Action in Private Sector Development Projects

SELECTION PROCESS #: RG-T4668

SELECTION METHOD: Full Competitive

COUNTRY: Regional

SECTOR OR DEPARTMENT: PTI/CTI

TC NAME: Mainstreaming Climate Action in Private Sector Development Projects

FUNDING – TC #: ATN/CO-21518-RG

LINK TO TC DOCUMENT: <https://www.iadb.org/en/project/RG-T4668>

Attention Consulting Firms: Important Update Regarding BEO Bidder Portal Registration

Effective July 1, all consulting firms, both new and previously registered in the [BEO Portal](#), **must add their Business Partner Number (BP Number)** to their organization's profiles to participate or continue participating in a BEO procurement process.

Please refer to the [FAQs](#) in the Portal for more details on **"How to Find or Obtain Your BP Number"**.

Avoid delays by not waiting until the last moment to complete this update. This process may take up to **48 hours** to complete and could prevent your organization from participating in a BEO Process.

For further questions or assistance, use the [live chat](#) on the BEO Bidder Portal page or email us at ocs.procurement@iadb.org

The Inter-American Development Bank (the Bank) was established in December of 1959 to help accelerate economic and social development in Latin America and the Caribbean. Today, the Bank is a major catalyst in mobilizing resources for the region (For more information about the Bank, please refer to the Bank's website at www.iadb.org.)

Section 1. Purpose of this Request for Expression of Interest

1.1 The Bank is executing the above-mentioned project. The Bank intends to contract consulting services described in this Request for Expressions of Interest (REOI). The purpose of this REOI is to obtain sufficient information to enable the Bank to evaluate if the eligible consulting firms (CF) have the experience and qualifications relevant to provide the consulting services requested by the Bank.

1.2 As defined in the Corporate [Procurement Policy \(GN-2303-33\)](#), participating CF must be from a Bank's Member Country¹ or Territory² to be eligible to submit an Expression of Interest (EOI). The Bank will conduct the shortlisting process of the CF that expressed interest. The shortlisted CF will then be invited to continue further in the procurement process.

1.3 This REOI is not to be construed as either an RFP or an offer to contract and in no way obligates the Bank to contract anyone. The Bank reserves the right to reject any and all participating CF for any or no reason without having to provide an explanation. The Bank does not bind itself in any way to select any participating consulting firm. No debrief will be provided as to why CF have or have not been shortlisted.

Section 2. Instructions to the eligible consulting firms

2.1 Expressions of interest must be delivered using the *Bidder Portal for the Selection and Contracting of Consulting Firms for Bank-Executed Operations* (the Portal) (<http://beo-procurement.iadb.org>) by: [April 30, 2025](#), 5:00 P.M. (**Washington, D.C., Time**) in PDF format only (Max. 45MB).

2.2 To access the Portal, the CF must generate a registration account, including **all** the data requested by the Portal. In the event that any of the information requested is not included, the consulting firm will not be able to participate in this or any other Bank-executed selection process for operational work. If the consulting firm has been previously registered, please validate that you have **all** the consulting firm's information updated and complete before submitting an EOI.

2.3 Eligible CF may partner in the form of a Consortium/joint venture (JV) to enhance their qualifications. Such Consortium/JV shall appoint one of the CF as the representative responsible for the communications, the registration in the Portal, and the submission of the corresponding documents.

2.4 Interested CF may obtain further information during office hours, 09:00 AM to 05:00 PM (**Washington, D.C. Time**), by sending an email to: [\[Amanda Charles, acharles@iadb.org\]](mailto:Amanda.Charles@iadb.org) ccing [Claudia Stevenson, claudiast@iadb.org](mailto:Claudia.Stevenson@iadb.org)

¹ **Member Countries:** Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People's Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, United States, Uruguay and Venezuela.

² **Eligible Territories:** a) Guadeloupe, French Guiana, Martinique, Reunion – as Departments of France; b) U.S. Virgin Islands, Puerto Rico, Guam – as Territories of the USA; c) Aruba – as a constituent country of the Netherlands; and Bonaire, Curacao, Saint Marten, Saba, St Eustatius – as Departments of the Netherlands; d) Hong Kong – as a Special Administrative Region of the People's Republic of China.



Inter-American Development Bank

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2.5 The Bank hereby invites eligible CF to indicate their interest in providing the services described below in the draft Terms of Reference for the consulting services. Interested CF must provide information establishing that they have the necessary experience and are qualified to perform the services. So that all responses may be properly evaluated, eligible CF must include in their submissions the information requested in the following section, with full and clear explanations.

Section 3. Consulting Services

3.1 The consulting services include Design and Implementation of an Online Training Course for Policymakers & Practitioners in the Caribbean on Opportunities to Stimulate Climate Action by Caribbean Businesses..

3.2 Although there is no standard format for presenting an Expression of Interest, eligible CF must submit an EOI containing the following information:

- 1) Basic Information—Provide the official name of CF, the contact's name, email address, phone numbers, and office address (es) of the key contact (s) responsible for the EOI.
- 2) Background—Provide a description of the CF. The CF may include brochures or documents that provide information about its organization, history, mission, structure, and number of staff.
- 3) Experience related to the requested consulting services—Provide all kinds of evidence the CF considers appropriate to show its experience and expertise in delivering services similar to those described in Annex A, Terms of Reference (e.g., brochures, reports, studies, description of similar assignments, references to cases in which it has provided similar services, experience in similar conditions, availability of appropriate skills among staff, etc.)

3.3 Estimated budget: US\$80,000

Annex A. Draft Terms of Reference

Please note that the attached Terms of Reference may be subject to changes by the

Last Updated 09/10/2024

Bank. The CF that have been shortlisted will be notified of these changes.

ANNEX A – Terms of reference

Selection process #RG-T4668-P002

TERMS OF REFERENCE

Design and Implementation of a Training Course for Policymakers & Practitioners in the Caribbean on Opportunities to Stimulate Climate Action by Caribbean Businesses

REGIONAL

RG-T4668 ATN/CO-21518-RG

<https://www.iadb.org/en/project/RG-T4668>

Mainstreaming Climate Action in Private Sector Development Projects

1. Background and Justification

- 1.1. Compete Caribbean is a multi-donor trust fund focused on contributing to a more dynamic, inclusive, sustainable and resilient private sector in the Caribbean. The program is jointly funded by the Inter-American Development Bank (IDB), the United Kingdom's Foreign and Commonwealth Development Office (FCDO), the Caribbean Development Bank (CDB), and the Government of Canada (GAC). It is executed by the IDB through a Facility Coordination Unit (FCU) based in the IDB's Barbados Country Office. There are 13 Caribbean countries that are eligible for to participate in Compete Caribbean's programming: The Bahamas, Barbados, Belize, Guyana, Jamaica, Trinidad and Tobago, Suriname, Antigua and Barbuda, Dominica, Grenada, St. Kitts and Nevis, Saint Lucia, and Saint Vincent & the Grenadines.
- 1.2. Since 2010, Compete Caribbean has provided technical assistance to advance productive development policies, support institutional strengthening, and stimulate competitiveness, growth and innovation of small and medium sized enterprises (SMEs) in its 13 beneficiary countries. A cornerstone of this work is delivering technical assistance to public sector institutions and regulatory agencies, recognizing the critical leadership role of the public sector in creating an enabling environment for business productivity, implementing essential safeguards, and ensuring the sustainability of related interventions. The current iteration of the program, **Compete Caribbean+: Partnering for a Competitive, Equitable and Climate-Smart Caribbean Region (CC+)**, will be implemented over the period 2024-2029. As the third phase of Compete Caribbean, it builds on the success of the Compete Caribbean Program (2010-2017) and of the Compete Caribbean Partnership Facility (2017-2023) while placing emphasis on strengthening climate action, and gender equality and inclusion in the Caribbean private sector.
- 1.3. The primary aim of CC+ is *to mainstream climate action in the Caribbean private sector, while increasing Caribbean businesses' contribution to economic growth in ways that expand employment and inclusion opportunities for vulnerable groups*. This will be achieved via the following three objectives: (i) improving competitiveness, climate action, and inclusiveness of the Caribbean private sector; (ii) enhancing government capabilities to support climate-smart and gender-responsive businesses; and (iii) reinforcing research institutions and surrounding ecosystems to produce knowledge that supports climate-smart and gender-responsive public and private sectors. Through CC+, Caribbean businesses, governments, and research ecosystems will be supported across three strategic pillars as follows:

- **Pillar 1: Promoting Competitiveness, Climate Action and Inclusiveness of Caribbean Businesses and Economic Sectors**

This pillar seeks to enhance private-sector productivity, innovation, and capacity for climate action through the design and implementation of cluster and value chain projects, support for business support organizations (BSOs) and public entrepreneurship innovation ecosystems, and technology adoption services. The focus is on high-growth sectors and those that employ vulnerable populations, with emphasis on gender inclusion, digital and climate technologies.

- **Pillar 2: Enhancing Government and Regulatory Capabilities to Support Climate-Smart and Gender-Responsive Businesses**

Through this pillar, Compete Caribbean will strengthen public governance and institutional capacity to foster climate-smart, gender-responsive business practices. Support will be provided to develop legal and policy frameworks that promote competitiveness, enhance climate resilience, and facilitate Caribbean businesses' participation in carbon markets, public procurement for green innovation, and more inclusive food systems and biodiversity-driven economic sectors.

- **Pillar 3: Promoting Scientific R&D for Climate Innovation in the Public and Private sectors**

This pillar aims to advance climate innovation by supporting joint research between scientific institutions and the public and private sector. By strengthening technology transfer and knowledge-creation, this pillar will foster science-driven climate governance across the region.

- 1.4. The Caribbean continues to face several challenges that impacts the livelihoods of its citizens, including very low rates of economic growth, exacerbated by its inability to recover from the pandemic and other external shocks, and the vulnerability of the region to the impacts of climate change.
- 1.5. An analysis of the very slow long-term growth trend of the Caribbean countries since the 1990s has identified low Total Factor Productivity (TFP) growth as a key explanatory variable. The main driver of long-term TFP growth at the economy level is business innovation, including the creation or adoption of technology, leading to higher value-added activities, products, and processes, and improving the performance of existing ones, thus increasing labor productivity at the firm level. Caribbean businesses invest significantly less in innovation in products and services than those of other small world economies, and this difference is concentrated in Micro, Small and Medium-sized Enterprises (MSMEs).
- 1.6. Simultaneously, climate change is already generating global changes in average temperatures, extreme heat waves, droughts, changes in rainfall patterns, duration, and intensity, sea level rise, and increasing frequency and intensity of extreme weather events. These changes pose critical challenges to environmental stability, economic systems, and community livelihoods. Since the turn of the millennium, there has been an increase in both the frequency and potency of tropical storms and hurricanes in the Atlantic. In the Caribbean region, average annual loss from tropical cyclones is estimated at US\$835 million. In addition to natural disasters, the region is already experiencing other aspects of climate change, such as an increase in heat stress, extreme rainfall and flash flooding, dry spells and drought, sea level rise and changes in ocean temperature and salinity, all of which threaten economic activity and livelihoods, especially of the most vulnerable.
- 1.7. In this context, increased investment by the Caribbean private sector in becoming more competitive through innovation, and specifically green innovation – defined as new or significantly improved goods and services, processes, marketing methods, organizational structures, and institutional arrangements that lead to environmental improvements compared to relevant alternatives – is going to be key to ensure that Caribbean countries grow more dynamically while withstanding the risks posed by climate change. Based on the global findings of the IPCC 6th Assessment Report (AR6) series, it is unlikely that businesses will change their behavior in the absence of concrete technology push policies, together with policies that create incentives for behavior change and market opportunities, and that are tailored to national contexts and technological characteristics.
- 1.8. Given this, it is important to equip stakeholders in the Caribbean including policymakers, climate service providers and others, especially those that work with the private sector, with the tools to develop policies that enable the design and implementation of green innovations that will facilitate increased productivity and competitiveness in firms, while accounting for the risks and opportunities presented by climate change in the region. Equal emphasis should be placed on initiatives that enhance knowledge and awareness of tools to address climate risks, implement adaptive strategies, and promote sustainable development practices, with the aim of closing competency gaps. This comprehensive approach ensures that policymakers and associated

business support development organisations in the Caribbean are well-equipped to support climate-resilient economic growth and sustainable development.

2. Objectives

The purpose of this consultancy is to design and deliver a specialized training course focused on public policies and actionable strategies that stimulate climate action within the private sector. The course objectives are to strengthen regional capacities to design and implement effective socially-inclusive strategies and policies that promote private sector engagement in climate adaptation and mitigation to enhance resilience. Through this course, participants should gain a comprehensive understanding of the key risks and opportunities climate change poses to the Region and to the competitiveness of the Caribbean's private sector. The course should also enhance participants knowledge and awareness of solutions including green innovation and technology that can mitigate risks, capitalize on opportunities, and drive sustainable growth. The training should include best practices and examples of policies and strategies that have successfully stimulated green innovation. As a practical component, participants shall be required to develop a proposal for policy reform or a program designed to stimulate innovation in a selected sector/country, ensuring the application of course learnings to real-world contexts.

3. Scope of Services

3.1. The scope of services is understood to cover all activities necessary to accomplish the objectives of the consultancy, whether or not a specific activity is cited in these Terms of Reference (TOR). In carrying out the assignment, the contracting firm is required to employ a collaborative approach in ensuring that inputs are obtained from the IDB and CC+ project team, and designated partners. A participatory and consultative approach is encouraged in the conduct of the services, to contribute to its completion both timely and efficiently. The contracting firm is expected to report on the activities' progress periodically and virtually meet with the IDB and CC+ project team.

3.2. The course is expected to be delivered in a virtual format, potentially with one face-to-face interaction, and has an estimated duration of 36 hours distributed over approximately 9 weeks. The final schedule and delivery structure will be determined in accordance with the norms and standards for Technical and Vocational Education and Training (TVET), and recommendations from the contracting firm in consultation with the IDB and CC+ project team.

3.3. All trainings will be held in English and all materials produced within the consultancy framework must adhere to a visual identity agreed with the IDB and CC+ project team.

3.4. The contracting firm is expected to manage all communications with participants and stakeholders.

3.5. Profile of Course Participants

The Course is open to professionals working in fields relevant to climate action, sustainable development, and private sector engagement. Specifically, this could include:

1. **Government Officials and Public Sector Employees** - Technical officers and policymakers responsible for environmental management, climate change adaptation and mitigation, economic development, and business support services.
2. **Business Development Organizations** - Chambers of Commerce, business incubators, and agencies supporting MSMEs and private sector growth.
3. **Environmental and Climate Specialists** - Consultants, researchers, and technical experts working on climate resilience, sustainability, and green economy initiatives.
4. **Industry Professionals** - Leaders and decision-makers from key and climate sensitive sectors such as tourism, agriculture, fisheries, energy, and manufacturing.
5. **Non-Governmental Organizations (NGOs) and Civil Society Groups** - Organizations focused on environmental advocacy, community development, and social equity.
6. **Regional Development Partners** - Representatives from Regional based Multilateral Agencies.

The goal is to equip these stakeholders with the tools and knowledge needed to advance climate-smart practices and policies in the Caribbean with a focus of stimulating private sector resilience and climate action.

4. Key Activities

The main tasks/activities are described below and include:

- 4.1. Hold discussions with the IDB and Compete Caribbean project team to discuss the approach and methodology for the project, course design and delivery modes, participant selection, expected outputs and outcomes, implementation nuances, and any other issues related to execution of the consultancy.
- 4.2. Develop a detailed work plan outlining the timeline and key milestones to guide the schedule of the consultancy activities.
- 4.3. Develop the structure and study plan (syllabus) for the training program, ensuring it is tailored to the Caribbean regional context and aligned with program objectives.
- 4.4. Prepare a detailed description of the course contents, including both theoretical and practical components, ensuring alignment with the general and specific objectives of the training program and the chosen delivery method.
- 4.5. Compile and prepare a compendium of didactic resources and a bibliography (fundamental and complementary) for each module/component of the training program.
- 4.6. Develop a virtual whiteboard and a digital library with PDF copies of reading materials, case studies, exercises, and evaluations.
- 4.7. Manage the identification, outreaching and engagement of faculty team members (including backup options). Supervise the faculty team members' duties to ensure smooth course delivery.
- 4.8. Assist in identifying key/potential participants, and design and manage the Call for Participants ensuring clear communication and engagement with potential attendees.
- 4.9. Implement strategies and mechanisms to encourage active participation throughout the training course. This should include specific actions to promote and ensure the participation of women, and representatives from vulnerable and marginalized groups, in the training.
- 4.10. Provide status updates (at least once a month) on the implementation progress, and hold virtual meetings as necessary with the IDB/Compete Caribbean team to discuss any issues.
- 4.11. Prepare a comprehensive *course handbook* for students & faculty/ tutors, which should include:
 - Course objectives
 - Instructions to the participants for each of the sessions (e.g., reading materials, in-class, and home exercises, etc.)
 - Guide to the evaluation process
 - Full list of reading and additional reading materials
 - Description of the faculty and guest lectures
 - Any pertinent additional information such as guidance on how to handle illness or extraordinary events that lead to missing a session.
- 4.12. Prepare a *course playbook and delivery guidelines* for the team delivering the course behind the scenes to support and guide the different sessions' preparations, logistics and delivery. This should include instructions for preparing, managing and delivering each session and instructions on how to execute dry-run sessions with the delivery team to rehearse the logistical and timing elements for the online course.
- 4.13. Guide participants in developing a project/ programme aimed at stimulating green innovation in a selected sector/ country, ensuring practical application of course concepts.
- 4.14. Coordinate and facilitate adequate logistical and technical arrangements for the training program delivery including:
 - Video platforms for teaching activities (e.g., Zoom, MS Team, Webex)
 - Translations (when required)
 - Interactive platforms for workgroup discussions (e.g., Miro, Mural online whiteboard)
 - Interactive tools for evaluations questionnaires and feedback (e.g., Slido, VoxVote, Typeform, ClassMarker etc)
 - Guidelines for the visual identity, structure and script of the videos (for guest lectures and case studies), among others.

4.15. Systematize the training program implementation experience, documenting lessons learned, main challenges encountered, bottlenecks, strategies used to overcome them, and recommendations for the program's scalability, sustainability, and replicability to broader audiences and other stakeholders in the LAC region.

4.16. Issue a survey to participants to collect feedback on the training program's outcomes and areas for improvement.

4.17. Record all live sessions, lectures, and masterclasses for future reference and participant review.

5. Expected Outcomes and Deliverables:

5.1. Deliverable 1: Work Plan

This deliverable should include:

- The proposed methodological approach to achieve the consultancy objectives.
- A detailed timeframe for the completion of activities.
- The course syllabus tailored to the Caribbean region, including:
 - A description of the contents (theoretical and practical).
 - A compendium of didactic resources and a bibliography (fundamental and complementary) for each module/component of the training program.
- A strategy to ensure active and diverse participation, including mechanisms to promote gender diversity and social inclusion.

5.2. Deliverable 2: Course Handbook and Playbook

To be delivered prior to the start of the course, this should include:

- A **Course Handbook** for students and faculty, containing:
 - Course objectives.
 - Session instructions (e.g., required reading, in-class and home exercises).
 - Evaluation processes and criteria.
 - A full list of required and supplementary materials.
 - Profiles of faculty, tutors, and guest speakers.
 - Additional guidance (e.g., procedures for missed sessions or emergencies).
- A **Course Playbook** for the support team, with:
 - Guidelines for preparing, managing, and delivering each session.
 - Instructions for conducting dry-run sessions.
 - Templates for logistical and technical management.
- A **Database** of all training participants, including faculty, tutors, and guest speakers.
- Materials for the **Call for Participants** (e.g., brochures, banners, communication pieces).

5.3. Deliverable 3: Final Report

To be submitted after the completion of all training sessions and receipt of participants' final assignments, the report should include:

- Documentation of the training program's implementation experience, including:
 - Lessons learned.
 - Main challenges encountered and strategies used to overcome them.
 - Recommendations for scalability, sustainability, and replicability across diverse audiences and other stakeholders in the LAC region.
- A summary of the training sessions, including:
 - Key takeaways from each session.
 - Feedback on the program's effectiveness in meeting its objectives.
- Multimedia Documentation including recordings of all live sessions, lectures, and masterclasses.
- Visual documentation of the training program, including pictures and images categorized by module.
- Participant Feedback and Results
 - A participant feedback survey summarizing key insights on the training outcomes.
 - Certificates of accreditation issued to participants.
- Compilation of final assignments submitted by participants, with a summary of their proposed policy reforms or programs.

6. Project Schedule and Milestones:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Estimated Submission Date</u>
Deliverable 1: Work plan	20%	2 weeks after contract start date
Deliverable 2: Course handbook and playbook	40%	10 weeks after contract start date
Deliverable 3: Final Report & annexes	40%	17 weeks after contract start date

7. Reporting Requirements:

- 7.1. Products and deliverables must be submitted to the IDB in English, in Word and PDF format. Reports should be provided as electronic files and must include the following:
- A cover page.
 - The main document.
 - A delivery schedule.
 - Any relevant attachments.

8. Acceptance Criteria:

- 8.1. The IDB/Compete Caribbean project team will review all deliverables and provide comments via email. The consulting firm is required to submit a written response detailing how the comments have been addressed.
- 8.2. Deliverables must meet high-quality standards. Approval of deliverables will be communicated in writing via email by the project's Team Leader.

9. Consulting Firm and Team Requirements

- 9.1. Qualifications of the consulting firm:

- **Consulting Firm Experience:** The consulting firm must have a demonstrated track record of at least 10 years of successfully designing and executing policy-oriented trainings and education and learning services in Latin America, the Caribbean or other SIDS regions with a focus on climate change, sustainable development and related fields from a science, technology, and innovation lens. The consulting firm should also have proven expertise in building successful alliances with municipal and regional governments, universities, research institutes, and science-policy experts worldwide. It should also have an interdisciplinary network of trainers and coaches worldwide.

The consulting firm should also have experience, tools and learning mechanisms in place for designing and implementing tailored training programs for policy makers. Proficiency in English is required.

- **Key Team Member 1. Course Coordinator:**

Qualifications: A PhD or master's degree in economics, innovation, environmental studies, public policy, or a related field.

Experience:

At least 10 years of experience coordinating projects, including research initiatives and training activities in areas such as climate change, disaster management, green innovation, science and technology, and sustainable development.

Prior experience working with international organizations such as the IDB is required.

Skills: Proficiency in English is required.

- **Key Team Member 2. Learning Community Manager:**

Qualifications: A master's degree in marketing, communications, digital marketing, or a similar field.

Experience:

A minimum of 5 years of experience in digital marketing and the design and implementation of successful

communication campaigns that drive engagement and uptake of training programs and events.
 Demonstrated ability to proactively manage content, communications, and relationships with stakeholders.
Skills: Proficiency in English is required.

9.2. Work Plan Requirements:

The plan should include the following key components:

1. **Objectives and Scope:** A clear articulation of the consultancy's overall goals, expected outcomes, and scope of work, ensuring alignment with the program's objectives and stakeholder priorities.
2. **Activity Breakdown:** A detailed breakdown of all activities required for the consultancy, including stakeholder consultations, curriculum design, material preparation, training delivery, course assessment and evaluation, monitoring, and reporting.
3. **Timelines and Milestones:** A comprehensive timeline specifying the duration of each activity and key milestones to monitor progress and ensure timely completion of deliverables.
4. **Roles and Responsibilities:** Identification of team members, their roles, and their responsibilities in the implementation process, ensuring accountability and efficient resource allocation.
5. **Resource Allocation:** A summary of financial, human, and technological resources required to support the execution of the consultancy activities.
6. **Risk Management:** An outline of potential risks or challenges and corresponding mitigation strategies to ensure smooth implementation.
7. **Monitoring and Evaluation Framework:** A system for tracking progress, assessing performance, and ensuring alignment with agreed standards and expectations. This may include indicators, tools, and mechanisms for feedback collection.
8. **Communication Strategy:** A plan for maintaining regular communication with stakeholders, including the frequency and method of updates, to ensure transparency and stakeholder engagement throughout the implementation process.
9. **Sustainability and Scalability Considerations:** Plans to capture lessons learnt with recommendations for the long-term benefits of the training and strategies for replicability and scaling.

10. Consulting Firm and Team Requirements

N/A

11. Supervision and Reporting:

- 11.1. The technical and administrative responsibilities of this consultancy will be coordinated by Sylvia Dohnert de Lascurain, Project Team Leader (IFD/CTI).

12. Schedule of Payments:

- 12.1. The Bank makes payment upon the IDB's written acceptance of deliverables submitted. 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. Payment will not be made for low quality deliverables that have not been approved by the Bank.
- 11.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.
- 11.3. The payments will be processed as follows:

Payment Schedule	
Deliverable	%
Deliverable 1: Work Plan	20%
Deliverable 2: Course Handbook and Course Playbook	40%
Deliverable 3: Final Report & Annexes	40%
TOTAL	100%

