

Consultant – Project Coordination and Operational Management / Migration Unit (SCL/MIG)

Post of Duty: Project Coordination Consultant – Venezuelan Diaspora

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

About this position

We are looking for an organized professional with experience in technical cooperation project management and strong inter-institutional coordination skills. As Coordination Consultant, you will serve as the operational liaison among the multiple actors involved in this Technical Cooperation, ensuring that implementation progresses in an articulated, timely manner and in accordance with agreed commitments.

You will work in the Migration Unit (MIG), which is part of the Social Sector (SCL) of the Inter-American Development Bank. The team is responsible for generating evidence on migration dynamics in Latin America and the Caribbean and supporting the design of policies for the socioeconomic integration of migrants.

This Technical Cooperation, funded by Global Affairs Canada and executed by SCL/MIG, seeks to generate comparable and high-frequency evidence on the labor integration and mobility dynamics of the Venezuelan diaspora across seven countries: Colombia, Peru, Ecuador, Chile, Brazil, the United States, and Spain. To this end, it brings together a complex ecosystem of actors: survey firms, individual consultants, academic partners, civil society organizations, and IDB representatives in participating countries.

In this context, the Coordination Consultant will play a key role in ensuring that all external actors are aligned, that deliverables are produced according to agreed timelines, and that the SCL/MIG internal team has the information needed to exercise its technical and fiduciary oversight.

What you'll do

The consultancy comprises the following main activities:

Activity 1: Operational coordination of external actors

- Systematically track the schedules, commitments, and deliverables of survey firms, individual consultants, academic partners, and civil society organizations involved in the project.
- Maintain fluid and regular communication with all external actors, facilitating the resolution of operational bottlenecks and escalating to the SCL/MIG team when decision-making is required.
- Keep an updated record of the implementation status of each actor, identifying risks or delays in a timely manner.

Activity 2: Support for supervision and reporting

- Consolidate progress information from the various actors and prepare periodic inputs for the SCL/MIG team to support monitoring of project implementation.
- Support the preparation of progress reports for Global Affairs Canada, in coordination with the internal team.
- Document lessons learned and good practices throughout implementation.

Deliverables and Payment Schedule

Deliverable #	Percentage	Estimated Delivery Date	Descripción	Est. Days
Deliverable 1: Detailed work plan including actor mapping, follow-up schedule, operational monitoring tools, and communication channels with each external actor.	20%	30 calendar days from contract start	Operational planning document approved by the SCL/MIG team.	15
Deliverable 2: First coordination and monitoring report, including implementation status by actor and country, early warnings identified, and actions taken.	25%	90 calendar days from contract start	Operational monitoring report validated by SCL/MIG.	20
Deliverable 3: Second coordination and monitoring report, with updated implementation status and documentation of multi-country meetings held and agreements reached.	25%	180 calendar days from contract start	Operational monitoring report validated by SCL/MIG.	20
Deliverable 4: Final coordination report, including systematization of the implementation process, lessons learned, final status of all actors, and inputs for the report to Global Affairs Canada.	30%	365 calendar days from contract start	Final approved report by SCL/MIG.	25

What you'll need

Education:

Postgraduate degree (master's or doctorate) in Economics, Social Sciences, Public Policy, International Relations or other related quantitative or development disciplines. Profiles with a bachelor's degree will be considered only when they are accompanied by solid and demonstrable experience in the required topics.

Experience:

At least 8 years of progressive experience in managing or coordinating technical cooperation projects or applied research in international development, in multi-actor and multi-country settings. Knowledge of quantitative research methodologies and/or surveys is required, as well as familiarity with labor market indicators, socioeconomic integration, or migration dynamics. Prior experience with multilateral organizations or internationally donor-funded projects is essential. Desirable: specific experience in projects on Venezuelan migration or diasporas in Latin America.

Languages:

Spanish (required). English (desirable).

Key skills

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

Requirements**Citizenship:**

You are a citizen of one of our 48 IDB member countries, eligible to hold a valid residency or legal permit to work in your country of residence without IDB sponsorship.

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), Fixed Price.

Length of contract:

12 months (365 calendar days).

Dedication:

Part-time.

Work location:

Remote (from any IDB member country).

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.

Nos cercioraremos de que a las personas con discapacidades se les brinden adaptaciones razonables para participar en el proceso de las entrevistas laborales. Si usted es un candidato/a calificado/a que tiene una discapacidad, envíenos un correo electrónico a diversity@iadb.org a fin de solicitar adaptaciones razonables para poder completar esta solicitud.

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 the 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

TERMS OF REFERENCE 2

Project name: Design and Implementation of a Regional Monitoring Panel of the Venezuelan Diaspora

Selection Method: Full Competitive

Country: Colombia, Peru, Ecuador, Chile, Brazil, the United States, and Spain

Sector or Department: Social Sector – Migration Unit

1. Background and Justification

- 1.1.** Venezuelan displacement has generated one of the largest diasporas in the world, concentrated in a relatively small set of destinations in Latin America and beyond. In several host countries, Venezuelans already represent a significant share of the labor force — approximately 5.5% of employed workers in Chile, 5.0% in Colombia, 1.1% in Ecuador, and 0.7% in Peru. Since this population is predominantly of working age and highly labor-active, they represent a larger share of the labor force than of the total population. For example, employment rates for Venezuelans are approximately 80% in Chile, 66% in Colombia, 78% in Ecuador, and 74% in Peru, with labor force participation rates of around 84%, 74%, 79%, and 75%, respectively. This scale and strong labor market insertion mean that changes in mobility patterns can have important effects on labor markets, public services, and integration outcomes in host countries, as well as on reintegration dynamics in Venezuela.
- 1.2.** Venezuelans typically arrive with relatively high levels of education, but their labor market insertion frequently occurs in jobs that do not fully reflect their qualifications. In Colombia, for example, 31.4% of Venezuelans report having completed upper secondary education and 14.5% some form of post-secondary education, including 5.5% with technical training and 8.6% with university education (complete or incomplete). At the same time, the high rates of participation and employment indicate that Venezuelans access the labor market quickly, which may increase the likelihood of accepting jobs below their skill level, at least initially. This makes overqualification and skills mismatch central elements for understanding integration outcomes beyond mere employment access.
- 1.3.** These mobility patterns are also shaped by the stability of residence permits over time. This is particularly relevant in Latin America and the Caribbean, where most regularization processes grant temporary residencies that must be renewed, rather than durable status. In our 2010–2025 mapping, only 5 out of 64 regularization processes that included Venezuelans as beneficiaries grant permanent residence. When most people depend on temporary permits and renewals, changes in rules or renewal processes can rapidly affect whether families stay, continue moving, or return.
- 1.4.** Return pressures have also increased, adding urgency to understanding mobility decisions. Recent evidence suggests that a growing proportion of movements now correspond to returns to Venezuela, with UNHCR estimates indicating that returns accounted for around 40% of total movements in 2024 and approached 50% in early 2025. Importantly, this includes not only voluntary returns, but also forced or involuntary returns associated with removal processes. These dynamics point to a more fluid migratory system, in which movements are no longer predominantly outbound. As return flows grow, so do reintegration needs, especially when returns are rapid or unplanned. Without timely evidence on who is returning and under what conditions, governments and

their partners face greater difficulties in anticipating needs and preparing for changes in mobility patterns.

- 1.5. At the same time, the possibility of gradual improvements in Venezuela makes understanding mobility patterns even more relevant. If economic and institutional conditions begin to stabilize, even partially, the country could experience growing interest in return, including among working-age migrants with diverse skills and experiences acquired abroad. This creates both an opportunity and a challenge. Venezuela faces significant reconstruction needs in sectors such as infrastructure, health, education, and basic services, as well as in the rebuilding of institutions and labor markets. Whether return contributes positively will depend on how well countries and their partners anticipate who might return, what skills they bring, and what constraints they face. Generating timely evidence on return dynamics is therefore key to supporting recovery planning, facilitating productive reintegration, and ensuring that mobility contributes to long-term development outcomes.
- 1.6. In response to the regional need for high-quality, comparable, and timely evidence on the changing mobility patterns of the Venezuelan diaspora, this consultancy will support the IDB in the design and implementation of a high-frequency information system with a longitudinal approach. The work is grounded in the recognition that the unprecedented scale of Venezuelan displacement has significant implications for labor markets, social protection systems, migration management, and potential return scenarios in the Americas and beyond. It also seeks to generate inputs to monitor changes in mobility intentions — including return — in response to shifts in institutional conditions in Venezuela and economic and labor opportunities in host countries.

2. Objectives

- 2.1. Develop a comparable and high-frequency information system that allows characterizing and monitoring the sociodemographic and labor profile of the Venezuelan population in Colombia, Peru, Ecuador, Chile, Brazil, the United States, and Spain (hereinafter, the 7 countries), including their employment situation and conditions (labor participation, formality, salary, and quality of work), their intentions to move (return or migration to third countries) and the sending of remittances, through a longitudinal design that allows periodic contact between the same people.
- 2.2. Complement the above system with an oversampling design that ensures specific and robust evidence for a group of priority professionals, in order to characterize their labor insertion, possible gaps in credential recognition and use of skills, and their mobility and remittances patterns over time. This group will include: (i) teachers, with an emphasis on secondary education; (ii) health personnel (Critical medical specialties: emergencies, internal medicine, pediatrics, gynecology-obstetrics, general surgery, anesthesiology, intensive care, family medicine; general and specialized nursing such as emergencies, adult critical care, neonatology and maternal-child care; and (iii) profiles related to energy and water, including: electrical/electrical, mechanical, electromechanical and civil engineers; civil and hydraulic engineers; and specialists in hydraulic works; project management specialists; electrical technicians and linemen; and technicians in substations; as well as specialists in hydrology (in particular, operational hydrology).

- 2.3.** Design and implement the information system in a way that is replicable and scalable to other countries in the region in the future, through the systematic documentation of the methodological process, including the sampling design, data collection instruments, longitudinal follow-up protocols, oversampling strategies, and operational lessons. This will facilitate adaptation to new contexts, reduce implementation costs, and promote the use of the model as a regional public good.

3. Scope of Services

The consultancy will design, implement, and operate a high-frequency information system (quarterly, or more frequent, subject to prior coordination with the IDB), based on a longitudinal panel, to profile and track the Venezuelan population in the seven countries. To this end, the firm shall:

- (i) design and implement a contact and follow-up scheme that enables building and maintaining a traceable sample/panel, with unique identifiers and clear re-contact protocols, ensuring continuity, data quality, and comparability across rounds; and
- (ii) conduct periodic measurements to monitor employment situation and conditions (insertion, occupation type, formality, hours, income, basic conditions, and perceived stability), labor dynamics and preferences (job search, intention to change, barriers, and skills mismatches), mobility intentions (return and/or migration to third countries), and remittance sending (amounts, frequency, patterns, and where possible, channels).

4. Key Activities

- 4.1 Methodological and operational design:** Define the sampling and recruitment approach in the 7 countries, ensuring comparability across contexts and the generation of evidence for both the general Venezuelan population and a group of priority professionals. Establish eligibility criteria, minimum sample sizes, and an oversampling scheme for teachers (especially secondary), health workers, and profiles linked to energy and water. Implement a panel design with unique identifiers and clear follow-up protocols to ensure continuity, data quality, and comparability across rounds.
- 4.2 Questionnaire design and validation:** In coordination with the IDB team, develop and harmonize the instrument to capture profile, employment and working conditions, mobility intentions, and remittances. Pilot, adjust, and standardize questions and definitions to ensure clarity and consistency across countries and rounds.
- 4.3 Round-by-round data collection implementation:** Plan and execute fieldwork in each measurement round (quarterly or more frequent in response to shocks), including training, supervision, and coverage monitoring. Ensure common operational standards and process traceability in the 7 countries.
- 4.4 Panel management and re-contact:** Implement a traceable re-contact system with multiple contact channels, periodic updates, and records of attempts. Monitor attrition and apply strategies to minimize losses and maintain panel continuity.
- 4.5 Measurement of employment, mobility, and remittances:** Collect information on employment and labor conditions (employed/unemployed, occupation, sector, formality, hours, and wages/income), including active job search and interest in changing employment. Capture return and/or third-country migration intentions (time horizon,

reasons) and their evolution across rounds, enabling detection of rapid changes in response to contextual shifts. Measure remittances to Venezuela and other countries (amounts, frequency, and sending patterns) and their relationship with employment and mobility. The sampling design and sample size must allow for producing comparable estimates across countries and, where statistically viable, disaggregating results by key sociodemographic profile variables (e.g., sex, age, educational level, household composition, and occupation/profession), prioritizing those defined with the IDB at the start of the project.

4.6 Quality assurance: Apply validations, consistency reviews, and back-checks in each round. Document incidents, implement corrective actions, and safeguard comparability across countries and over time.

4.7 Data management, documentation, and delivery: Deliver clean datasets per round with data dictionaries, metadata, and field documentation. Anonymize and safeguard information in accordance with confidentiality and data security protocols.

4.8 Monitoring and reporting outputs: Produce comparable tabulations and indicators by country and regional aggregates in each round. Prepare a brief note with key findings and, if requested, update a monitoring dashboard.

5. Expected Results and Outputs

5.1 Round datasets: Clean and anonymized microdata bases for each measurement round (quarterly or more frequent if activated), with unique identifiers for longitudinal tracking and harmonized variables across the 7 countries. These include modules on profile, employment and labor conditions, mobility/intentions, and remittances.

5.2 Consolidated panel dataset: Cumulative longitudinal base integrating all rounds, enabling measurement of individual changes in employment, mobility, and remittances over time, and generating comparable series by country and at the regional level.

5.3 Data dictionary and metadata: Complete documentation of variables, coding, skip patterns, universes, data collection dates, panel structure, and comparability/harmonization notes across countries and rounds.

5.4 Reporte técnico de campo y calidad por ronda: Ficha por ronda con tasas de respuesta y contacto repetido, atrición, incidencias, controles aplicados (validaciones y back-checks) y acciones correctivas, incluyendo comparaciones de composición muestral frente a rondas previas.

5.5 Round results brief: 2–4 page executive summary with the most relevant changes observed in employment, mobility, and remittances, highlighting rapid variations in response to shocks.

5.6 Monitoring dashboard: Dashboard updated per round with key comparable indicators by country and time series, for operational monitoring and internal communication.

6. Project Timeline and Milestones

6.1. *(Define the deliverable schedule and milestones for this project/contract. It is imperative that all milestones, tasks, and the deliverable schedule be as precise as possible, as consulting firms will need to take these elements into account in their proposals.)*

Deliverable	Month	Milestone
<i>Validated methodological framework</i>	1	<i>Methodological design approved by the IDB and instrument ready for piloting</i>
<i>Piloting report</i>	1	<i>Pilot conducted in the first weeks and final adjustments incorporated</i>
<i>Round 1 dataset + brief note</i>	2	<i>Baseline collected and first descriptive results available</i>
<i>Round 2 dataset + brief note</i>	5	<i>First panel follow-up and initial comparative analysis</i>
<i>Round 3 dataset + brief note</i>	8	<i>Intermediate panel trends identified</i>
<i>Consolidated panel dataset (R4)</i>	11	<i>Four rounds completed and panel harmonized</i>
<i>Final report</i>	15	<i>Complete longitudinal analysis and policy recommendations</i>

7. Reports requirements

- 7.1.** All deliverables shall be submitted in professional-level Spanish, with clear and precise writing oriented to both decision-makers and technical teams at the Bank.
- 7.2.** The consulting firm shall submit the following reports and outputs, aligned with the project phases:
- 7.2.1. Document describing the methodological design of the high-frequency information system, including the sampling design, the longitudinal panel approach, data collection instruments, operational and follow-up protocols, the piloting plan, and the detailed implementation schedule. This report will be submitted for Bank validation and will serve as the reference framework for consultancy execution.
 - 7.2.2. Short document summarizing the results of the pilot (response rates, instrument performance, operational incidents) and the methodological and operational adjustments incorporated before the first round of data collection.
 - 7.2.3. After each data collection round, the firm shall deliver a brief note presenting comparable descriptive results across countries, including sociodemographic profile, labor insertion and conditions, mobility intentions (return or migration to third countries), and remittances. These notes may be accompanied by executive presentations or technical discussion sessions with the Bank.
 - 7.2.4. Document synthesizing the main longitudinal findings of the system, including the evolution of indicators across rounds, analysis of labor trajectories and mobility patterns, as well as lessons learned and methodological recommendations for the replicability of the model.
- 7.3.** The firm must deliver clean and documented databases for each round, including a dictionary of variables, metadata and methodological notes. At the end of the project, a duly harmonized consolidated base of the panel must be delivered. The Bank may request partial deliveries during execution.
- 7.4.** The firm shall maintain regular communication with the Bank's focal point through bi-weekly follow-up meetings (or more frequently when necessary during piloting and round close-out), in addition to brief email updates as required.

8. Acceptance Criteria

- 8.1.** Acceptance of all deliverables derived from these Terms of Reference will be determined exclusively by the Bank, through the designated staff of the Migration Unit, who will be the sole parties authorized to review, validate, and formally accept the work carried out by the consulting firm.
- 8.2.** A deliverable will be considered acceptable when it:
- Meets the scope, objectives, and technical standards established in these Terms of Reference.
 - Is aligned with the design of the high-frequency information system and with the agreed methodological, operational, and analytical requirements.
 - Satisfactorily incorporates the observations and comments provided by the Bank, where applicable.
 - Acceptance will be communicated in writing (by email or other formal means defined by the Bank), once the deliverable has been reviewed. The consulting firm must address the Bank's comments within the agreed timelines for the product to be validated.
- 8.3.** Formal acceptance of each deliverable by the Bank will constitute the corresponding compliance milestone and will be a necessary condition for the validation of associated activities and the processing of payments established in the contract.
- 8.4.** Acceptance will be in the hands of Cynthia Van Der Werf (cvanderwerf@iadb.org).

9. Consulting firm requirements and key Team

- 9.1.** The consulting firm must have proven experience in the design and implementation of high-frequency or longitudinal surveys, preferably in multinational contexts or in Latin America. The ability to manage data collection in multiple countries is expected, ensuring methodological comparability, data quality, and adherence to demanding timelines.
- 9.2.** Experience with longitudinal panels, telephone or multi-mode surveys, studies related to employment, migration, or economic inclusion, and prior work with multilateral organizations or governments will be valued. The firm must also demonstrate capabilities in sampling design, panel follow-up, quality control, database processing and documentation, and the generation of analytical outputs.
- 9.3.** The firm is expected to have a multidisciplinary team that includes, at minimum:
- 9.3.1. A project director with experience in multinational studies and coordination of technical teams;
 - 9.3.2. A methodology and sampling design specialist with experience in longitudinal surveys;
 - 9.3.3. A field operations coordinator, responsible for the implementation and supervision of data collection in the prioritized countries;
 - 9.3.4. A data management and processing specialist, responsible for cleaning, harmonization, and documentation of the datasets.
- 9.4.** Operational experience in Latin America and the ability to deploy survey networks in the prioritized countries will be valued. It is highly desirable for the firm to ensure a local presence, either by establishing a focal point or a dedicated team in each of the 7 countries: Colombia, Peru, Ecuador, Chile, Brazil, the United States, and Spain

10. Otros Requirements

- 10.1. The consulting firm must ensure adequate information security and personal data protection standards throughout the project cycle, including data collection, storage, processing, and transfer. This includes, at minimum, the use of secure storage, access controls, periodic backups, and secure transfer mechanisms; as well as the application of anonymization or pseudonymization procedures prior to delivering datasets to the Bank, preserving participant confidentiality.
- 10.2. The firm must also use data collection platforms and infrastructure that allow for traceability and basic quality controls (e.g., interview time monitoring and validations), and have operational continuity and contingency measures in place to address technical failures.

11. Supervision and Reporting

- 11.1. Cynthia Van der Werf will supervise the work. She will approve reports and provide comments or instructions for revisions. To this end, she will gather observations and requirements from the Bank team.

12. Payment Schedule

- 12.1. Payment conditions 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 in this document.
- 12.2. The IDB's Official Exchange Rate indicated in the SDP will apply to any necessary conversions of payments in local currency.

Payment Plan	
<i>Deliverables</i>	%
<i>1. Submission of methodological framework design</i>	15%
<i>2. Round 1 dataset and brief results note for that round</i>	20%
<i>3. Round 2 dataset and brief results note for that round</i>	20%
<i>4. Round 3 dataset and brief results note for that round</i>	20%
<i>5. Round 4 dataset and final report</i>	25%
TOTAL	100%

Consultancy: Graphic Designer / Migration Unit – Social Sector (SCL/MIG)

Post of Duty: Remote

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 detail-oriented, creative, and efficient individual to serve as Graphic Designer.

As Graphic Designer, you will support the visual production of analytical and communication outputs generated under this Technical Cooperation, which seeks to generate comparable and high-frequency evidence on the labor integration and mobility dynamics of the Venezuelan diaspora across seven countries in the Americas, Europe, and the Caribbean. Your work will contribute to transforming research findings into accessible, visually compelling materials aligned with the IDB's institutional identity.

You will work in the Migration Unit (SCL/MIG), part of the Social Sector, which promotes the inclusion of migrants, returnees, and displaced persons in Latin America and the Caribbean. The team develops initiatives on labor mobility, return and reintegration, regional coordination, migration data, and inclusive narratives.

The specific outputs that will require design support will be defined throughout project implementation, and may include analytical reports, policy briefs, monitoring notes, infographics, data visualizations, and materials for presentations and events.

What you'll do

Your responsibilities will include:

- **Document layout and editing:** lay out and apply final formatting to analytical reports, policy briefs, monitoring notes, and other written project outputs, ensuring readability, visual consistency, and alignment with IDB guidelines.
- **Data visualization:** design charts, tables, and infographics that clearly and attractively communicate the project's quantitative findings, in coordination with the technical team.
- **Graphic and digital design:** create visual materials for institutional presentations, dissemination events, and project communication outputs.
- **Visual identity:** ensure the consistent application of the IDB brand across all outputs, maintaining typographic, color, and structural consistency.
- **File preparation:** deliver materials in the required formats, ready for print or digital distribution, including editable versions for future team use.
- **File management:** organize and document templates, typefaces, and deliverables to ensure their availability and reuse by the team.

Deliverables and Payment Schedule

Deliverable #	Percentage	Estimated Delivery Date	Descripción	Est. Days
Deliverable 1: Visual guidelines proposal and base templates for project outputs (including at least one report/brief template and one presentation template).	25%	To be defined with the team at contract start	Templates approved by SCL/MIG.	7
Deliverable 2: Design and layout of up to two analytical project outputs (reports, policy briefs, or monitoring notes, as defined).	35%	To be defined with the team according to project progress	Documents laid out and approved by SCL/MIG.	12
Deliverable 3: Package of complementary visual materials (infographics, data visualizations, and/or materials for presentations and dissemination events) and delivery of organized final files.	40%	To be defined with the team according to project progress	Final materials delivered in editable formats and ready for publication, approved by SCL/MIG.	11

What you'll need

Education:

Bachelor's or Master's degree in Graphic Design, Visual Communication, Visual Arts, or related fields.

Experience:

At least 3 to 5 years of experience in graphic design for international institutions, multilateral organizations, development projects, or communication campaigns. Proven experience in the layout of technical documents and data visualization is required. Previous experience in migration, social inclusion, or human development topics in Latin America and the Caribbean is desirable.

Languages:

Proficiency in Spanish (required). English is desirable. Portuguese or French are a plus.

Key skills

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

Requirements

Citizenship:

You are a citizen of one of our 48 IDB member countries, eligible to hold a valid residency or legal permit to work in your country of residence without IDB sponsorship.

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), Fixed Price.

Length of contract:

30 days distributed over a maximum period of 12 months.

Work location:

Remote (from any IDB member country).

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

About the IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of

development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

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SCL/MIG | Event Setup and Technical Production Consultant | Venezuelan Diaspora Project

Post of Duty: Remote

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

The Migration Unit (SCL/MIG) is part of the Social Sector (SCL) of the Inter-American Development Bank. The Unit promotes the inclusion of migrants, returnees, and displaced persons in Latin America and the Caribbean, and develops initiatives on labor mobility, return and reintegration, regional coordination, migration data, and inclusive narratives.

This Technical Cooperation, funded by Global Affairs Canada and executed by SCL/MIG, generates comparable and high-frequency evidence on the labor integration and mobility dynamics of the Venezuelan diaspora across seven countries: Colombia, Peru, Ecuador, Chile, Brazil, the United States, and Spain. As part of its implementation, the project requires the organization of events including launches, regional workshops, and dissemination activities.

We are looking for a detail-oriented, technically skilled, and adaptable Event Setup and Technical Production Consultant. As Consultant, you will be responsible for the on-site and remote technical setup, audiovisual coordination, and logistical execution of project events, ensuring seamless and professional delivery from preparation through wrap-up.

What you'll do

Technical event setup and on-site coordination:

- Lead the full technical setup for in-person, virtual, and hybrid events, including audiovisual equipment installation and testing, platform configuration (e.g., Zoom, Teams, or similar), microphone and sound systems, projection, and lighting.
- Conduct technical rehearsals with panelists, speakers, and moderators prior to each event, verifying connectivity, presentation formats, and run-of-show logistics.
- Serve as the primary technical point of contact during events, managing real-time troubleshooting of audiovisual, connectivity, or platform issues to ensure event continuity.
- Oversee venue setup and equipment arrangement in coordination with venue staff and external suppliers.
- Develop technical minute-by-minute scripts and coordination documents for each event.

Event logistics and supplier coordination:

- Coordinate with audiovisual, translation, catering, and venue suppliers, ensuring timely delivery and adherence to agreed terms and IDB standards.

- Manage scheduling, equipment checklists, and pre-event logistics to ensure orderly preparation and on-time execution.
- Organize the sending and tracking of invitations and provide logistical instructions to panelists and guests.
- Coordinate travel and accommodation arrangements for speakers and guests as needed.
- Support the management of event attendance lists and participant registration.

Post-event follow-up and reporting:

- Prepare post-event technical reports summarizing setup performance, incidents encountered, and recommendations for future events.
- Identify areas for improvement and contribute to the development of standardized processes and checklists for future project events.
- Support the development and maintenance of planning tools (checklists, production timelines, supplier lists) aligned with IDB standards.

Travel may be required to event locations, to be defined and agreed via amendment as events are confirmed.

Deliverables and Payment Schedule

Weekly reports via email to supervisor(s) are required with the number of days of work completed. Payments will be made upon the consultant's submission of invoices linked to delivery and acceptance by the Project Team Leader of the above-mentioned activities. Invoices will account for the number of days worked on a given product, activities performed, and outputs delivered.

What you'll need

Education:

Bachelor's degree in Event Management, Audiovisual Production, Communications, or other fields relevant to the responsibilities of the role.

Experience:

At least 3 years of experience in technical event production, audiovisual coordination, or event logistics, including experience with in-person, virtual, and hybrid event formats. Proven ability to manage technical setup and troubleshoot audiovisual and connectivity issues in real time. Experience working with international organizations or development projects is desirable.

Languages:

Proficiency in English and Spanish (required). Knowledge of Portuguese is an advantage.

Key skills

- Learn continuously.

- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

Requirements

Citizenship:

You are a citizen of one of our 48 IDB member countries.

Consanguinity:

You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.

Type of contract and duration

Type of contract:

Products and External Services Consultant (PEC), Retainer.

Length of contract:

3 months (90 calendar days).

Work location:

Remote, with travel to event locations as required.

Our culture

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

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

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

Our Human Resources Team reviews carefully every application.

About the IDB Group

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

About IDB

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

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