

*Selection process #***Housing and Urban Development TC Administration and Coordination Consultant****Location TDB**

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 Housing and Urban Development Division of the IDB is looking to fund an articulate, detail-oriented, and resourceful individual to serve as a Housing and Urban Development TC Administration and Coordination Consultant. As Housing and Urban Development Operations Support Consultant you will provide operations and research support to the IDB's Housing and Urban Development Specialist in the administration and coordination of a Regional Public Goods Technical Cooperation, Home is Where the Hurt Is: A Regional Framework for Stemming Disaster Losses in Caribbean Housing.

You will work in the Housing and Urban Development Team in the Climate Change and Sustainable Development Department. The Team is responsible for a portfolio that currently includes several operations with a sustainability and resilience focus. These include: the Regional Technical Cooperation, Home is Where The Hurt Is (RG-T4873), a Technical Cooperation in Barbados entitled Mainstreaming Sustainability and Private Sector Participation in Barbados' Housing Expansion Drive (BA-T1091), a regional Technical Cooperation with a case in Jamaica on Aligning Climate Action in Cities with the Paris Agreement (RG-T4279), and a prospective Caribbean Housing Resilience Operation, being conceptualized with the Caribbean Development Bank, and closely linked to RG-T4873.

Home is Where the Hurt Is (RG-T4873) seeks to develop a Regional Framework and capacity for stemming disaster losses in Caribbean Housing. The specific objectives are to: (i) develop a more precise understanding of the nature and extent of housing resilience vulnerabilities in the beneficiary countries; (ii) build agreement at the regional level on the policy and technical specifications for minimizing the prevailing resilience vulnerabilities in the existing housing stock; and (iii) enhance regional and country-level capacity to implement resilience strengthening in existing homes and home expansion projects.

What you'll do:*Administrative & Logistical Coordination*

- Organize and schedule meetings with stakeholders, consultants, and IDB staff.
- Coordinate travel arrangements for field visits, workshops, and interviews across Caribbean countries.
- Maintain project calendars and ensure timely reminders for deliverables and milestones.
- Manage documentation including contracts, reports, surveys, and workshop materials.
- Support procurement processes for all consulting services associated with this project, including services for: (i) housing stock assessments; (ii) development of a proposed Housing Retrofits Policy and Operational Manual; (iii) Organizing and conducting Housing Resilience Training Workshops; and (iv) the final evaluation of this project.

Monitoring & Reporting Support

- Track progress against the project's results matrix, procurement plan and deliverables timeline.
- Prepare summary reports, briefing notes and presentations for internal and external stakeholders, including the Project Steering Committee.
- Reviewing Consultant outputs for responsiveness to the TORs, completeness, formatting, and incorporation of feedback on intermediate versions
- Assist in compiling data for the Final Evaluation Report.

Stakeholder Engagement

- Coordinate interviews and surveys with project partners, technical experts, IDB staff.
- Facilitate communication between the consultants, IDB, Project Steering Committee and regional stakeholders.
- Support the organization of workshops, including logistics, invitations, and materials preparation.
- Document stakeholder feedback and ensure it is incorporated into evaluation deliverables.

Knowledge Management & Dissemination

- Maintain a centralized repository of project documents and data.
- Support the preparation of presentation materials for the final evaluation workshop.

HRD Terms of Reference

Consultants

- Assist in drafting communication materials, such as summaries, infographics, or social media content, to disseminate project findings.

Compliance & Risk Monitoring

- Monitor adherence to IDB guidelines and project-specific requirements.
- Track and report on project risks, including mitigation measures and emerging issues.

What you'll need:

- **Education:** Bachelor's degree in Social Science or Civil Engineering. Master's degree in Urban Planning or a related field would be an asset.
- **Experience:**
 - a. A minimum of five (5) years of relevant professional experience in urban planning, construction, social or economic research, data management or a related field.
 - b. Experience working in the Caribbean is desirable.
 - c. Proficiency in the use of Microsoft Office (Excel (including running queries and generating pivot tables), Word, and PowerPoint), MS Teams and Microsoft Outlook
 - d. Certification in Project Management, statistical analysis, or spatial analysis would be an asset.
 - e. Experience in procurement/contracting is desired.
 - f. Specialized knowledge of housing and urban development would be an asset.
- **Languages:** English. Knowledge of Spanish is an asset.

Key skills:

- Learn continuously
- Collaborate and share knowledge
- Focus on clients
- Communicate and influence
- Innovate and try new things
- Technical writing
- Contract administration
- Data analysis

Requirements:

- **Citizenship:** You are either a citizen of Trinidad and Tobago or a citizen of one of our 48-member countries with residency or legal permit to work in Trinidad and Tobago
- **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.
- **COVID-19 considerations:** the health and safety of our employees are our number one priority. As a condition of employment, IDB/IDB Invest requires all new hires to be fully vaccinated against COVID-19.

HRD Terms of Reference

Consultants

Type of contract and duration:

- **Type of contract:** National Consultant Full time (CNS)
- **Length of contract:** 24 months

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

- **A competitive compensation** package
- **Leave and vacations:** 2 days per month of contract + gender-neutral parental leave
- **Health Insurance** the IDB Group provides a monthly allowance for the purchase of health insurance
- **Savings plan:** The IDB Group cares about your future, depending on the length of the contract, you will receive a monthly savings plan allowance.
- **Hybrid and flexible** work schedules
- **Health and wellbeing:** Access to our Health Services Center which provides preventive care and health education for all employees.
- **Development support:** We offer learning opportunities to boost your professional profile such as seminars, 1:1 professional counseling, and much more.

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

TERMS OF REFERENCE**Caribbean Housing Stock Assessments****REGIONAL****RG-T4873****Home Is Where the Hurt Is: A Regional Framework for Stemming Disaster Losses in Caribbean Housing**[\[Web link to approved document\]](#)**1. Background and Justification**

- 1.1. In the Caribbean, the advanced age of the housing stock and the prevalent modality of constructing homes incrementally and with little, if any, regulatory oversight, mean that large sections of the population are at risk of severe loss from climatic events. In fact, the IMF estimated the economic cost of such disasters for the Caribbean to be in excess of \$22 billion (in constant 2009 dollars) between 1950 and 2016 with Hurricane Maria alone costing Dominica 225 percent of its GDP, and Hurricane Ivan affecting Grenada to the tune of 200 percent of GDP. That material loss is compounded by the reality that it is experienced in the place that caters to many fundamental human needs – shelter, security, rest, nourishment and privacy. Those most affected are often vulnerable with the Caribbean Disaster Emergency Management Agency (CDEMA) finding that between 2000 and 2020, approximately 80% of disaster-related displacements involved vulnerable groups such as the elderly, women, adolescents, and children.
- 1.2. The fact that large and fundamental housing losses are repeatedly experienced from the predictable and recurring threat of natural disasters in the Caribbean points to a failure in the governance framework for identifying and systematically reducing risk exposure in the existing housing stock. That failure is attributable to several factors: (i) Lack of systematic data on the specific features of existing homes that make them vulnerable to natural disaster losses and the extent of those vulnerabilities across the housing stock of each country; (ii) Lack of documented, clear technical remedies that satisfy engineering performance standards for each type of resilience deficit; (iii) An inadequate pool of construction professionals and tradespersons knowledgeable in the implementation of resilience retrofits and sustainable construction; and (iv) cost inefficiencies associated with addressing these deficiencies on an island by island basis, especially given the small populations of each country.

HRD Terms of Reference

Consultants

- 1.3. A Caribbean-wide dataset with standardized metrics of resilience deficits in housing alongside regional and island-specific quantification of those metrics, will strengthen the evidence base and dimensioning of investment needs in applications for adaptation finance and in national budgeting of local resources. A request to develop such a dataset and to analyze such data to better model resilience vulnerabilities has been made by the Governments of Jamaica, The Bahamas and Barbados.
- 1.4. Within the framework of the 2025 Call for Proposals of the Regional Public Good Initiative (www.iadb.org/rpg) from the Inter-American Development Bank, the RG-T4873 non-reimbursable technical cooperation (TC) project was approved for an amount of Eight Hundred and Seventy Eight Thousand United States dollars (US\$878,000.00), to finance the contracting of consulting services and procurement of goods necessary to develop a Regional Framework and capacity for stemming disaster losses in Caribbean Housing.

2. **Objectives**

- 2.1. The objective of this Consultancy is to develop a more precise understanding of the nature and extent of housing resilience vulnerabilities in the beneficiary countries.

3. **Scope of Services**

- 3.1 The primary activity will be to design and execute sample-based housing stock quality assessments in 5 targeted Caribbean countries and to use technology to analyze such data alongside existing literature and existing data to quantify resilience vulnerability in the existing housing stock of those countries.

4. **Key Activities**

- 4.1. Prepare an Inception Report outlining the intended approach, data sources, and anticipated schedule.
- 4.2. Review existing literature on resilience vulnerabilities in housing, especially construction typologies common to the Caribbean
- 4.3. Review and analyze damage and loss assessments datasets from past natural disasters in the Caribbean
- 4.4. Review existing data sources including the most recent housing and population census in each country and available remote sensing imagery and GIS datasets to systematically document what is known and what are the information gaps about the resilience vulnerabilities in the existing housing stocks
- 4.5. Design and pilot representative sampling primary data collection exercises in each country to systematically obtain standardized measurements on features such as the condition of roofs, foundations, windows, outer walls and doors as well as on access to the home, surrounding slopes and drainage, and basic infrastructure redundancies.
- 4.6. Execute the representative sampling surveys in 5 countries using the methodology and instruments as refined after the pilots and create appropriately processed and labeled datasets
- 4.7. Using Artificial Intelligence (AI) tools with the above collected primary data, Census data,

HRD Terms of Reference

Consultants

- and historical damage and loss data create a model/predictive function (that can be routinely updated) and use it to more precisely estimate resilience vulnerability
- 4.8. Prepare 3 country-specific reports on housing resilience vulnerabilities
 - 4.9. Prepare a synthesis regional report on Caribbean housing resilience vulnerabilities based on the 3 country specific reports and other pertinent literature, suitable for a broader audience

5. Expected Outcome and Deliverables

- 5.1. Deliverable 1: Inception Report (corresponds to Activity 4.1)
- 5.2. Deliverable 2: Literature Review on housing resilience vulnerabilities (corresponds to Activity 4.2)
- 5.3. Deliverable 3: Report on housing resilience vulnerabilities based on existing data (corresponds to Activities 4.3 and 4.4)
- 5.4. Deliverable 4: Housing stock assessment methodology, data collection instruments, sampling framework and feedback from pilots (corresponds to Activity 4.5)
- 5.5. Deliverable 5: 5 datasets on housing stock resilience features with appropriate labels and processing/data cleaning and an integrated dataset for all countries surveyed (corresponds to Activity 4.6)
- 5.6. Deliverable 6: Predictive model and associated protocols of housing resilience vulnerability that can be routinely re-estimated with updated parameter data (corresponds to Activity 4.7)
- 5.7. Deliverable 7: 3 Country-specific reports on resilience vulnerabilities in the existing housing stock (corresponds to Activity 4.8)
- 5.8. Deliverable 8: Regional Report on resilience vulnerabilities in the existing housing stock (corresponds to Activity 4.9)

6. Project Schedule and Milestones

- 6.1. It is anticipated that this project will be executed according to the following schedule:

Project Schedule	
Deliverable Number	Timing
1	1 month after contract signature
2	2 months after contract signature
3	3 months after contract signature
4	5 months after contract signature
5	8 months after contract signature
6	9 months after contract signature
7	10 months after contract signature
8	11 months after contract signature

7. Reporting Requirements

- 7.1. The formal reporting requirements are as itemized in Section 5 above. Additionally, the consulting firm will be expected to provide briefings to the IDB's Project Team Leader and the Technical Cooperation Coordinator, at least every 2 weeks. Presentations (mostly virtual) and interim-reports will also be expected for meetings of the Project Steering Committee on an anticipated quarterly basis unless otherwise indicated. Regular coordination is required with another consulting firm that will be hired a few months after this assignment is underway to prepare a Regional Policy and Operational Manual for housing resilience retrofits.
- 7.2. All reports will be in English.
- 7.3. Every report must be submitted to the Bank in an electronic file (in Word and PDF) for review and dissemination to the project steering committee. The report should include the cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

8. Acceptance Criteria

- 8.1. All the reports and their chapters -including the preliminary versions- must reach a high quality, and they may not be accepted otherwise. Deliverables are expected to be submitted in sequential order. Comments will be provided by written email. The consulting firm is expected to provide written feedback on how comments were addressed.
- 8.2. Approval of quality deliverables will be provided in writing by email from the IDB's Project Team Leader of the project.

9. Other Requirements

- 9.1. Not Applicable

10. Supervision and Reporting

- 10.1. The consulting firm will be reporting to the IDB's Project Team Leader and Technical Cooperation Coordinator with a meeting frequency typically every 2 weeks. These officers will give comments to any reports, approve reports, documents, work, and give comments or any instructions for changes. They will also collate and synthesize comments from the Project Steering Committee and share with the consulting Firm. It shall be Firm's responsibility for ensuring that such meetings are conducted and such reports are submitted to the Bank.

11. Schedule of Payments

HRD Terms of Reference

Consultants

- 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.
- 11.3. The projected payment schedule is as follows:

Payment Schedule	
<i>Deliverable</i>	%
1. Inception Report	10%
2. Literature Review and 3. Resilience Vulnerability Report	10%
4. Data collection instruments and methodology	20%
5. Datasets	20%
6. Predictive model	10%
7. Country-specific Reports	20%
8. Regional Report	10%

TERMS OF REFERENCE**Development of a proposed Housing Retrofits Policy and Operational Manual****REGIONAL****RG-T4873****Home Is Where the Hurt Is: A Regional Framework for Stemming Disaster Losses in Caribbean Housing**[\[Web link to approved document\]](#)**1. Background and Justification**

- 1.1 In the Caribbean, the advanced age of the housing stock and the prevalent modality of constructing homes incrementally and with little, if any, regulatory oversight, mean that large sections of the population are at risk of severe loss from climatic events. In fact, the IMF estimated the economic cost of such disasters for the Caribbean to be in excess of \$22 billion (in constant 2009 dollars) between 1950 and 2016 with Hurricane Maria alone costing Dominica 225 percent of its GDP, and Hurricane Ivan affecting Grenada to the tune of 200 percent of GDP. That material loss is compounded by the reality that it is experienced in the place that caters to many fundamental human needs – shelter, security, rest, nourishment and privacy. Those most affected are often vulnerable with the Caribbean Disaster Emergency Management Agency (CDEMA) finding that between 2000 and 2020, approximately 80% of disaster-related displacements involved vulnerable groups such as the elderly, women, adolescents, and children.
- 1.2 The fact that large and fundamental housing losses are repeatedly experienced from the predictable and recurring threat of natural disasters in the Caribbean points to a failure in the governance framework for identifying and systematically reducing risk exposure in the existing housing stock. That failure is attributable to several factors: (i) Lack of systematic data on the specific features of existing homes that make them vulnerable to natural disaster losses and the extent of those vulnerabilities across the housing stock of each country; (ii) Lack of documented, clear technical remedies that satisfy engineering performance standards for each type of resilience deficit; (iii) An inadequate pool of construction professionals and tradespersons knowledgeable in the implementation of resilience retrofits and sustainable construction; and (iv) cost inefficiencies associated with addressing these deficiencies on an island by island basis, especially given the small populations of each country.

HRD Terms of Reference

Consultants

- 1.3 A regional approach to addressing the governance gap associated with housing resilience in the Caribbean is more efficient than separate national interventions because of the common threat, similar built-environment vulnerabilities, and shared legal foundation. The Caribbean islands are located in the Atlantic hurricane region, making them highly vulnerable to hurricanes and associated hazards like strong winds, heavy rainfall, storm surges, floods and landslides. Additionally, due to notable similarities in history, topography and economic structures, the built environment across the Caribbean has many commonalities. This is especially so with respect to the housing typologies where a sizeable majority of construction is owner-driven. Additionally, preferred construction materials, techniques and terminology are similar. Consequently, specifications for resilience retrofits are likely to be similar from one Caribbean state to the next, making a regional approach to the development of the manual more efficient and cost effective.
 - 1.4 Most of the islands also have a shared legal foundation as former British colonies. British colonial influence significantly shaped land, planning, and housing laws in these states. Since policy and operational practice reforms need to be reconciled with the existing legal frameworks, a regional approach is advantageous because it will be able to build upon a wider body of jurisprudence and case history around development and building regulations and spatial planning. A request to develop such a regional regulatory framework to address resilience vulnerabilities has been made by the Governments of Jamaica, The Bahamas and Barbados.
 - 1.5 This request is expected to be fulfilled building on: (i) a Caribbean Community (CARICOM) Regional Code of Practice for the Construction of Houses (new construction) that was prepared with the CDEMA and approved as a CARICOM Regional Standard by the CARICOM Council for Trade and Economic Development (COTED) in May 2023; (ii) a 2024 Policy, Operational Manual and Protocols for resilience retrofitting of low and middle-income structures in Barbados; and (iii) findings from another firm consultancy under this Technical Cooperation focusing on housing stock assessments which includes a focus on primary data collection on resilience vulnerabilities and on documenting Caribbean housing typologies, home expansion projects, lessons from housing retrofit programs, and analysis of damage and loss assessments datasets from past natural disasters in the Caribbean.
 - 1.6 Within the framework of the 2025 Call for Proposals of the Regional Public Good Initiative (www.iadb.org/rpg) from the Inter-American Development Bank, the RG-T4873 non-reimbursable technical cooperation (TC) project was approved for an amount of Eight Hundred and Seventy Eight Thousand United States dollars (US\$878,000.00), to finance the contracting of consulting services and procurement of goods necessary to develop a Regional Framework and capacity for stemming disaster losses in Caribbean Housing.
2. **Objectives**
 - 2.1 The objective of this Consultancy is to build agreement at the regional level on the policy and technical specifications for minimizing the prevailing resilience vulnerabilities in the

existing housing stock.

3. **Scope of Services**

- 3.1 The assignment seeks to develop a Caribbean-wide proposed Policy and Operational Manual to for resilience retrofits in the existing housing stock, including expansion-oriented renovations, building on the Housing Resilience Retrofits Policy and Operational Manual that was developed for Barbados in 2024, the CARICOM Regional Standard that was developed for new construction in 2023, and findings from another firm consultancy under this Technical Cooperation focusing on housing stock assessments.

4. **Key Activities**

- 4.1 Prepare an Inception Report outlining the intended approach, data sources, and anticipated schedule.
- 4.2 Review construction standards and practices in the region, regulatory provisions and oversight/enforcement, and technical studies on resilient construction.
- 4.3 Update existing assessments of wind-speed vulnerability of different roof profiles and housing envelope vulnerabilities relying on international literature and testing results as well as data from past hurricane damage in the Caribbean
- 4.4 Update existing assessments for resilience to other major threats to Caribbean housing such as flooding, landslides and earthquakes
- 4.5 Analyze field observations and data from another firm Consultancy under this Technical Cooperation and define categories of retrofit (roofing, walls, foundations, doors and windows etc.) for different typologies of homes considering variations in outer wall materials, roof pitches and materials, locations (e.g. coastal vs inland) etc.
- 4.6 Define performance standards of the retrofits defining under what types of forces and threats they are expected to withstand, comparing the cost implications of different options and referencing international standards
- 4.7 Prepare a proposed Housing Resilience Retrofits Policy for the Caribbean
- 4.8 Prepare engineering diagrams and specifications for the retrofits that can be easily understood by contractors/tradesmen/technicians tasked with carrying out the retrofits
- 4.9 Prepare a proposed Housing Resilience Retrofits Operational Manual for the Caribbean

5. **Expected Outcome and Deliverables**

- 5.1 Deliverable 1: Inception Report (corresponds to Activity 4.1)
- 5.2 Deliverable 2: Report on construction standards and regulation in the Caribbean (corresponds to Activity 4.2)
- 5.3 Deliverable 3: Report on resilience vulnerabilities to major threats (corresponds to Activities 4.3 and 4.4)
- 5.4 Deliverable 4: Report on categories of housing retrofits and corresponding performance standards (corresponds to Activities 4.5 and 4.6)
- 5.5 Deliverable 5: Housing Resilience Retrofits Policy (corresponds to Activity 4.7)
- 5.6 Deliverable 6: Housing Resilience Retrofits Operational Manual (corresponds to Activity 4.8 and 4.9) including an Annex on gender-sensitive implementation protocols

6. **Project Schedule and Milestones**

6.1 *It is anticipated that this project will be executed according to the following schedule:*

Project Schedule	
Deliverable Number	Timing
1	1 month after contract signature
2	3 months after contract signature
3	5 months after contract signature
4	7 months after contract signature
5	9 months after contract signature
6	11 months after contract signature

7. **Reporting Requirements**

- 7.1 The formal reporting requirements are as itemized in Section 5 above. Additionally, the consulting firm will be expected to provide briefings to the IDB's Project Team Leader and the Technical Cooperation Coordinator, at least every 2 weeks. Presentations (mostly virtual) and interim-reports will also be expected for meetings of the Project Steering Committee on an anticipated quarterly basis unless otherwise indicated. Regular coordination is required with other consulting firms that will be hired a few months before this assignment is underway (to prepare housing stock assessments) and a few months after the start of this assignment (to design and implement capacity building for implementing resilience retrofits).
- 7.2 Every report must be submitted to the Bank in an electronic file (in Word and PDF) for review and dissemination to the project steering committee. The report should include the cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

8. **Acceptance Criteria**

- 8.1 All reports will be in English.
- 8.2 All reports and their chapters -including the preliminary versions- must reach a high quality, and they may not be accepted otherwise.
- 8.3 Deliverables are expected to be submitted in sequential order. Comments will be provided by written email. The consulting firm is expected to provide written feedback on how comments were addressed.
- 8.4 Approval of quality deliverables will be provided in writing by email from the IDB's Project Team Leader of the project.

9. **Other Requirements**

- 9.1 *Not Applicable*

HRD Terms of Reference

Consultants

10. **Supervision and Reporting**

- 10.1 The consulting firm will be reporting to the IDB's Project Team Leader and Technical Cooperation Coordinator with a meeting frequency typically every 2 weeks. These officers will give comments to any reports, approve reports, documents, work, and give comments or any instructions for changes. They will also collate and synthesize comments from the Project Steering Committee and share with the consulting Firm. It shall be Firm's responsibility for ensuring that such meetings are conducted and such reports are submitted to the Bank.

11. **Schedule of Payments**

- 11.1 Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 11.2 The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.
- 11.3 The projected payment schedule is as follows:

Payment Schedule	
<i>Deliverable</i>	%
1. Inception Report	10%
2. Report on Construction Standards and Regulation	20%
3. Report of resilience vulnerabilities	
4. Report on Categories of Retrofits and Performance Standards	20%
5. Housing Resilience Retrofits Policy	20%
6. Housing Resilience Retrofits Operational Manual including Gender-sensitive Protocols Annex	30%
TOTAL	100%

TERMS OF REFERENCE

Organizing and conducting Housing Resilience Training Workshops

REGIONAL

RG-T4873

Home Is Where the Hurt Is: A Regional Framework for Stemming Disaster Losses in Caribbean Housing[\[Web link to approved document\]](#)**1. Background and Justification**

- 1.1 In the Caribbean, the advanced age of the housing stock and the prevalent modality of constructing homes incrementally and with little, if any, regulatory oversight, mean that large sections of the population are at risk of severe loss from climatic events. In fact, the IMF estimated the economic cost of such disasters for the Caribbean to be in excess of \$22 billion (in constant 2009 dollars) between 1950 and 2016 with Hurricane Maria alone costing Dominica 225 percent of its GDP, and Hurricane Ivan affecting Grenada to the tune of 200 percent of GDP. That material loss is compounded by the reality that it is experienced in the place that caters to many fundamental human needs – shelter, security, rest, nourishment and privacy. Those most affected are often vulnerable with the Caribbean Disaster Emergency Management Agency (CDEMA) finding that between 2000 and 2020, approximately 80% of disaster-related displacements involved vulnerable groups such as the elderly, women, adolescents, and children.
- 1.2 The fact that large and fundamental housing losses are repeatedly experienced from the predictable and recurring threat of natural disasters in the Caribbean points to a failure in the governance framework for identifying and systematically reducing risk exposure in the existing housing stock. That failure is attributable to several factors: (i) Lack of systematic data on the specific features of existing homes that make them vulnerable to natural disaster losses and the extent of those vulnerabilities across the housing stock of each country; (ii) Lack of documented, clear technical remedies that satisfy engineering performance standards for each type of resilience deficit; (iii) An inadequate pool of construction professionals and tradespersons knowledgeable in the implementation of resilience retrofits and sustainable construction; and (iv) cost inefficiencies associated with addressing these deficiencies on an island by island basis, especially given the small populations of each country.
- 1.3 A regional approach to addressing the governance gap associated with housing resilience in the Caribbean is more efficient than separate national interventions because of the common threat, similar built-environment vulnerabilities, and shared legal foundation. The Caribbean islands are located in the Atlantic hurricane region, making them highly vulnerable to hurricanes and associated hazards like strong winds, heavy rainfall, storm surges, floods and landslides. Additionally, due to notable similarities in history, topography and economic structures, the built environment across the Caribbean has many commonalities. This is especially so with respect to the housing typologies where a sizeable majority of construction is owner-driven. Additionally, preferred construction materials, techniques and terminology are similar. Consequently, specifications for resilience retrofits are likely to be similar from one Caribbean state to the next, making a regional approach to the development of the manual more efficient and cost effective.

HRD Terms of Reference

Consultants

1.4 Developing a shared pool of personnel with skills in needs-assessment, construction and repairs, as well as overall coordination will bolster much needed implementation capacity. Personnel trained in needs assessment, construction and repairs, as well as housing adaptation management will form part of a larger resource pool for the region. Their standardized training and certification will facilitate their working across the region well beyond the life of this Technical Cooperation, especially those that are part of the Caricom Single Market Economy (CSME). Private firms who work on housing resilience and post-disaster reconstruction in the region, including large foreign-based firms currently doing so, will be able to tap into this labor pool, creating an economic multiplier. A request to develop such capacity to address resilience vulnerabilities has been made by the Governments of Jamaica, The Bahamas and Barbados.

1.5 Within the framework of the 2025 Call for Proposals of the Regional Public Good Initiative (www.iadb.org/rpg) from the Inter-American Development Bank, the RG-T4873 non-reimbursable technical cooperation (TC) project was approved for an amount of Eight Hundred and Seventy Eight Thousand United States dollars (US\$878,000.00), to finance the contracting of consulting services and procurement of goods necessary to develop a Regional Framework and capacity for stemming disaster losses in Caribbean Housing.

2. **Objectives**

2.1 The objective of this Consultancy is to enhance regional and country-level capacity to implement resilience strengthening in existing homes and home expansion projects.

3. **Scope of Services**

3.1 This assignment seeks to develop and utilize multi-media training materials based on an Operational Manual developed through another Firm Consultancy conducted under this Technical Cooperation, to enhance capacity to implement resilience strengthening in existing homes and home expansion projects.

4. **Key Activities**

4.1 Prepare an Inception Report outlining the intended approach, data sources, and anticipated schedule

4.2 Review construction practices in the region, identifying common practices by small and medium-sized construction firms and tradespersons that typically either strengthen or undermine resilience

4.3 Convene and regularly consult with a working group of practitioners and regulators, including firms that have significant experience in post-disaster repair and reconstruction in the Caribbean

4.4 Construct, test, market and launch a self-calibrating Training App closely aligned to the Housing Retrofits Operational Manual

4.5 Develop multi-media training materials to make the content of the Housing Retrofits Policy and Operational Manual more accessible to small and medium-sized builders, tradespersons and artisans.

HRD Terms of Reference

Consultants

- 4.6 Define performance metrics for measuring the efficacy of the developed training materials and training sessions and for certification of improved competency derived from the training
- 4.7 Design, plan, market and conduct Train the Trainer workshops to build capacity of small and medium-sized construction firms, contractor associations, small contractors and construction
- 4.8 Prepare a report on the Workshops, including lessons learned, adjustments to the training materials based on how well they facilitated learning, and recommendations for mainstreaming of the training

5. Expected Outcome and Deliverables

- 5.1 Deliverable 1: Inception Report (corresponds to Activity 4.1)
- 5.2 Deliverable 2: Report on construction practices in the Caribbean and feedback from the Working Group (corresponds to Activities 4.2 and 4.3)
- 5.3 Deliverable 3: Training App and associated protocols (corresponds to Activity 4.4)
- 5.4 Deliverable 4: Training Concept Proposal and multi-media Training Materials (corresponds to Activities 4.5 and 4.6)
- 5.5 Deliverable 5: Housing Resilience Retrofits Workshops – at least 10 (corresponds to Activity 4.7)
- 5.6 Deliverable 6: Report on Housing Resilience Retrofits Workshops including an Annex on gender-sensitive implementation protocols (corresponds to Activity 4.8)

6. Project Schedule and Milestones

- 6.1 *It is anticipated that this project will be executed according to the following schedule:*

Project Schedule	
Deliverable Number	Timing
1	1 month after contract signature
2	3 months after contract signature
3	5 months after contract signature
4	7 months after contract signature
5	10 months after contract signature
6	11 months after contract signature

7. Reporting Requirements

- 7.1.1 The formal reporting requirements are as itemized in Section 5 above. Additionally, the consulting firm will be expected to provide briefings to the IDB's Project Team Leader and the Technical Cooperation Coordinator, at least every 2 weeks. Presentations (mostly virtual) and interim-reports will also be expected for meetings of the Project Steering Committee on an anticipated quarterly basis unless otherwise indicated. Regular coordination is required with another Consulting Firm that will be hired a few months before this assignment is underway (to develop the Housing Retrofits Policy and Operational Manual).
- 7.2 Every report must be submitted to the Bank in an electronic file (in Word and PDF) for review and dissemination to the project steering committee. The report should include the cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

8 Acceptance Criteria

- 8.1 All reports will be in English.
- 8.2 All reports and their chapters -including the preliminary versions- must reach a high quality, and they may not be accepted otherwise.
- 8.3 Deliverables are expected to be submitted in sequential order. Comments will be provided by written email. The consulting firm is expected to provide written feedback on how comments were addressed.
- 8.4 Approval of quality deliverables will be provided in writing by email from the IDB's Project Team Leader of the project.

9 Other Requirements

9.1 *Not Applicable*

10 Supervision and Reporting

10.1 The consulting firm will be reporting to the IDB's Project Team Leader and Technical Cooperation Coordinator with a meeting frequency typically every 2 weeks. These officers will give comments to any reports, approve reports, documents, work, and give comments or any instructions for changes. They will also collate and synthesize comments from the Project Steering Committee and share with the consulting Firm. It shall be Firm's responsibility for ensuring that such meetings are conducted and such reports are submitted to the Bank.

11 Schedule of Payments

11.1 Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

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

11.3 The projected payment schedule is as follows:

Payment Schedule	
<i>Deliverable</i>	%
1. Inception Report	10%
2. Report on Construction Practices	20%
3. Training App	20%
4. Training Concept Proposal and multi-media Training Materials	20%
5. Housing Resilience Workshops	30%
6. Report on Workshops	
TOTAL	100%

Consultancy for the final evaluation of the project Home Is Where the Hurt Is: A Regional Framework for Stemming Disaster Losses in Caribbean Housing**Location**

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

Within the framework of the 2025 Call for Proposals of the Regional Public Good Initiative (www.iadb.org/rpg) from the Inter-American Development Bank, the RG-T4873 non-reimbursable technical cooperation (TC) project was approved for an amount of Eight Hundred and Seventy Eight Thousand United States dollars (US\$878,000.00), to finance the contracting of consulting services and procurement of goods necessary to develop a Regional Framework and capacity for stemming disaster losses in Caribbean Housing.

We are looking for a methodical, analytical project evaluator with excellent written skills. As project evaluator, you will: carry out an evaluation that must contain an analysis of compliance with the indicators of the results matrix, main risks, benefits and lessons learned in the execution of the project; In addition, you will qualitatively and quantitatively identify the achievements in the theoretical, administrative, financial and institutional framework, including the definition of regional public good used by the BPR Initiative; also, you will evaluate the degree of collaboration and complementarity of the project with other projects and initiatives in the region

You will work in Housing and Urban Development (HUD), part of Climate Change and Sustainable Development (CSD) department. This team is responsible providing technical assistance and operational support in sustainable housing and urban development for the 26 borrowing countries of the Bank.

What you'll do:

- In coordination with the Inter-American Development Bank, the Consultant must carry out the following activities necessary to evaluate project execution:
- Presentation of the Work Plan Proposal: it must include the design and application of all interviews, surveys, workshops, checklists, etc., or means to collect information, as well as the mechanism for apply each instrument.
- Evaluation planning in coordination with the Bank.
- Preparation and coordination of trips and displacements to the region.
- Study of internal project documents such as the TC document, the results matrix, and IDB annual progress reports.
- Interview with the main actors of the project: technical experts within the respective countries, IDB staff
- Design, tabulation, application, and analysis of the surveys to stakeholders-partners of the project.
- Evaluate the development and progress of each component of the project

HRD Terms of Reference

Consultants

- Identify the achievements of the project to create technical-legal mechanisms to develop a regional framework to strengthen the resilience of existing housing across Caribbean countries, addressing the shared vulnerability of aging housing stock to hurricanes and other climatic events. By producing standardized data, a regional policy and operational manual, and joint training, the initiative will lower compliance costs and improve access to climate adaptation finance as a regional public good.
- The work methodology and the resulting report must be structured in such a way that, when evaluating the impact, the achievements of the project as a regional public good within the Caribbean can be determined.
- The selected Consultant must coordinate and facilitate a workshop presentation of the results of the evaluation with the conclusions of the evaluation.

Deliverables and Payments Timeline:

- **Deliverable 1.** Work Plan: 1 week after signing the contract. For the elaboration of the Work Plan, the selected Consultant will be given a package with all the available information, documents, and reports of the project, as a support for its elaboration. The Work Plan Proposal must consider at least the following:
 - The design of the instruments and mechanisms for collecting information: interviews, surveys, workshops, checklists, planning a meeting to present results, etc.;
 - The mechanism for the application of each one of the instruments for the compilation and the necessary resources;
 - The work schedule, and The proposed content of the report
- **Deliverable 2.** Final Evaluation Draft Report: 8 weeks after contract signing. The content of the Report must include the following elements and must be prepared in accordance with the IDB reporting formats and standards.
 - **Diagnostic:**
 - Comprehensive comparison of scheduled and executed activities, achievements and satisfaction with project objectives and goals based on the current results matrix.
 - Determination of the effects and impacts of the project, the quality of executed actions and associated methodologies.
 - Determine achievements in terms of indicators of: input, process, products, results, performance and impact.
 - Evaluate the scope obtained in the corresponding administrative, financial, economic, and institutional aspects in the execution of the project.
 - Evaluation of the weaknesses and strengths of the processes associated with the execution of the project.
 - An analysis of the efficiency in the use of human, financial and material resources of the project
 - An analysis of the level of participation of the various stakeholders and the degree of acceptance of the project achieved by the participants.
 - An analysis of compliance with the project assumptions
 - An analysis of the governance model achieved
 - Carry out an analysis of the organization and administration of the project for the execution of the actions.
 - Assess whether it was possible to establish or strengthen a regional dialogue in response to the problems posed by the project, reaching

HRD Terms of Reference Consultants

consensus and collective action among the participants. Analyze whether the benefits of the BPR were or could be scaled to other countries in the region that did not participate in the project.

- **Lessons learned.**
 - Identify and describe the lessons learned during the execution of the project in the different components.
 - **Project Final Report**
 - Preparation of the Final Project Report in accordance with IDB standards and formats.
 - **Conclusions and Recommendations**
 - Identify those areas or components that after the evaluation present gaps in the project, which may be executed later and the preparation of future proposals (follow-up or extension to other phases).
 - **Presentation**
 - Presentation of the evaluation results detailing the main conclusions and recommendations of the consultancy.
- **Deliverable 3. Final Evaluation Report: 12 weeks after signing the contract.** Draft Report with the incorporation of observations made by the IDB and the conclusions of the results presentation meeting.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
1. Inception report including the Work Plan	20%	1 week after contract signature
2. Draft Final Evaluation Report	35%	8 Weeks after contract signature
3. Final Evaluation report	45%	12 weeks after contract signature

What you'll need

- **Education:** Master's degree in Economics, Development Studies, Project Management or other fields relevant to the responsibilities of the role.
- **Experience:** At least/between 5 and 10 years of progressive experience in management and/or evaluation of regional cooperation projects in the countries of Latin America and the Caribbean and with extensive knowledge in Urban Development, Resilient Housing and Development 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:** You are either a citizen of one of our 48-member countries with residency or legal permit to work in the Caribbean
- **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.
- **COVID-19 considerations:** the health and safety of our employees are our number one priority. As a condition of employment, IDB/IDB Invest requires all new hires to be fully vaccinated against COVID-19.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 40 days over a period of 3 months

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

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

Our culture

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

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

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

Our Human Resources Team reviews carefully every application.

About the IDB Group

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

About IDB

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

Follow us:

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

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

https://twitter.com/the_IDB