

TERMS OF REFERENCE

Consultancy: Comparative Regional Analysis on Critical Minerals and Energy Security, Artificial Intelligence and Digital Transformation, and Resilient Supply Chains and Nearshoring

Post of Duty: Remote

The IDB Group is a community of diverse, versatile, and passionate individuals united by the mission of improving lives in Latin America and the Caribbean. Those who work with us find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this Position

The Private Sector, Synergies and Trade Unit (PTI/PST) supports countries in Latin America and the Caribbean in implementing innovative solutions to build a more productive, open, and globally connected region. PTI/PST serves as the operational enabler for private sector engagement within the Productivity, Trade, and Innovation Sector (PTI), working at the intersection of public-private dialogue, trade and investment promotion, and strategic knowledge generation.

The Unit coordinates the Americas Business Dialogue (ABD), a private sector-led initiative facilitated by the IDB Group since 2014 and representing more than 460 companies and business organizations across ten sector-specific Working Groups — and organizes high-level policy forums and investment dialogues that bring together senior government officials and business leaders from across the hemisphere. Through these platforms, PTI/PST translates private sector knowledge and priorities into concrete policy recommendations, investment pipelines, and operational opportunities for the IDB Group and its borrowing member countries.

The objective of this consultancy is to generate the empirical foundation for evidence-based public-private policy dialogue on three strategic thematic areas: (i) critical minerals and energy security; (ii) artificial intelligence and digital transformation; and (iii) resilient supply chains and nearshoring. The selected consultant will produce a comparative regional analysis that maps structural challenges, governance gaps, investment flows, and policy opportunities across these three areas, drawing on ABD Working Group knowledge and member company data, and identifying good international practices and concrete recommendations to strengthen evidence-based decision-making by governments across the hemisphere.

What You Will Do

- Design and execute a comparative regional analysis covering the three strategic thematic areas — critical minerals and energy security, AI readiness and digital transformation, and resilient supply chains and nearshoring — including mapping of structural challenges, governance gaps, investment flows, policy opportunities, and benchmarking of international good practices.
- Engage with IDB Group specialists, ABD Working Group knowledge, and member company data to ensure the analysis is grounded in the region's established body of work and empirical evidence, drawing extensively on preexisting analyses.

- Identify concrete, actionable policy recommendations to strengthen evidence-based decision-making by governments across IDB borrowing member countries, organized around the three thematic areas and aligned with the ABD's 2026 Report to Leaders findings.
- Prepare the final comparative regional analysis report in a format suitable for public dissemination, aligned with IDB editorial standards, and structured to serve as the knowledge foundation for the Flagship High-Level Policy Dialogue under Component II of this TC.
- Coordinate with the PTI/PST team throughout the assignment to ensure findings and recommendations are aligned with the TC's dissemination and governance strengthening activities under Components II and III.

Deliverables and Payment Schedule

Deliverables:

1. Work plan and analytical framework
2. Interim analytical report (draft)
3. Final comparative regional analysis report

The payment upon delivery and approval of these deliverables will be made according to the schedule detailed below:

Deliverable	Percentage	Planned Date to Submit
1. Work plan and analytical framework	25%	30 days after the signature of the contract
2. Interim analytical report (draft)	40%	90 days after the signature of the contract
3. Final comparative regional analysis report	35%	180 days after the signature of the contract

What You Will Need

- **Education:** Master's degree in Economics, International Relations, Public Policy, or related fields.
- **Experience:** At least 8 years of relevant experience in economic policy, trade, competitiveness, digital economy, energy, or related fields, with demonstrated knowledge of the LAC economic and institutional context. Prior experience working with international organizations, think tanks, or government institutions is desirable. Knowledge of at least two of the three TC thematic areas is required.
- **Languages:** Proficiency in English is required. Spanish is strongly desirable.

Key Skills

- Strong research and analytical skills, including quantitative and qualitative methods.
- Demonstrated knowledge generation of the three priority TC thematic areas: critical minerals and energy security, AI readiness and digital transformation, or resilient supply chains and nearshoring.
- Capacity to synthesize complex multi-sectoral evidence into policy-relevant recommendations accessible to government and private sector audiences.
- Strong written communication and report-drafting skills in English, with ability to produce IDB-standard knowledge products.
- Ability to work collaboratively with IDB Group teams, ABD Working Group leads, and external stakeholders across the hemisphere.

Requirements

- **Citizenship:** You are a citizen of one of our 48 member countries.
- **Consanguinity:** You do not have any family members (up to the fourth degree of consanguinity or second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.

Contract Type and Duration

- **Contract Type:** Product and External Services Consultant (PEC), lump-sum.
- **Duration:** 6 months.
- Work Location: Remote

Our Culture

At the IDB Group, we work so that everyone can bring their best and most authentic selves to the workplace, feel empowered to try new approaches without fear, take ownership of their actions, and be recognized for their contributions.

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

We are committed to ensuring that persons with disabilities are provided reasonable accommodations to participate in the interview process. If you are a qualified candidate with a disability, please email us at diversity@iadb.org to request reasonable accommodations in order to complete your application.

Our Human Resources Team carefully reviews each application.



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

About the IDB

The Inter-American Development Bank's mission is to improve lives. Founded in 1959, the IDB is one of the leading sources of long-term financing for the economic, social, and institutional development of Latin America and the Caribbean. The Bank also conducts cutting-edge research and provides policy advice, technical assistance, and training to public and private sector clients across the region.

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

Firm to Provide Event Production, Communications, and Stakeholder Engagement Support for the Flagship High-Level Policy Dialogue

1. Background and Justification

- 1.1. The Inter-American Development Bank (IDB), through the Productivity, Trade and Innovation Sector (PTI) and its Private Sector, Synergies, and Trade Unit (PTI/PST), is implementing this Technical Cooperation: Strengthening Public-Private Policy Dialogue and Productive Integration in the Americas.
- 1.2. This TC is designed to generate, systematize, and disseminate knowledge on three strategic thematic areas — critical minerals and energy security, artificial intelligence and digital transformation, and resilient supply chains and nearshoring — and to strengthen the capacity of policymakers to design and implement evidence-based policies by leveraging structured input from the private sector through the Americas Business Dialogue (ABD).
- 1.3. As the primary dissemination vehicle under Component II of this TC, the IDB will organize a Flagship High-Level Policy Dialogue in Q4 2026 in Miami, Florida. The event will bring together senior government officials and private sector executives from IDB borrowing member countries to exchange knowledge, share the TC's comparative regional analysis findings, and advance concrete policy commitments across the three thematic areas. The event is expected to convene 150–250 participants across plenary sessions, thematic panels, and structured bilateral exchanges.
- 1.4. To ensure the successful organization and execution of this event, the IDB seeks to contract a specialized event production firm capable of providing integrated logistical, production, communications, and stakeholder engagement services at the standard expected of a high-level international policy convening.

2. Objectives

- 2.1. The objective of this contract is to provide comprehensive event production, logistics, communications, and stakeholder engagement support for the Flagship High-Level Policy Dialogue and, as applicable, complementary knowledge-sharing events organized under this TC.

3. Scope of Services

- 3.1. The selected firm will provide integrated event production and logistical services for the Flagship High-Level Policy Dialogue, to be held in-person in Miami, Florida, with hybrid streaming components as determined by the IDB.
- 3.2. The event will involve high-level government officials, senior private sector executives, development institution representatives, academics, and IDB Group specialists from across the Americas.
- 3.3. Depending on scope and budget availability, the firm may also be engaged to provide logistical support for complementary knowledge-sharing events, roundtables, and panels organized under this TC during the execution period.

4. Key Activities

- 4.1. The selected firm is expected to carry out, at a minimum, the following activities:
- 4.2. Event planning and production, including concept development support aligned with the TC's thematic agenda, preparation of a master production plan, timeline, and cost estimates.
- 4.3. Coordination with the selected venue, including room configuration, setup, catering coordination, and compliance with venue requirements.
- 4.4. Provision and coordination of technical production services, including audiovisual equipment, sound, lighting, screens, simultaneous interpretation services (English/Spanish and Portuguese as required), and internet connectivity.
- 4.5. Production of event materials, including visual identity adaptation, signage, banners, delegate badges, printed materials, and participant kits, following IDB and ABD branding guidelines.
- 4.6. On-site event management, including assignment and coordination of producers, event coordinators, technical staff, and support personnel throughout the event.
- 4.7. Logistical support during the event, ensuring adherence to the event agenda and minute-by-minute execution plan.
- 4.8. Coordination of photography and video coverage of key sessions and activities, in compliance with data protection and consent requirements.
- 4.9. Development of visual identity adaptations and branding materials aligned with ABD and IDB standards.
- 4.10. Design and production of event summaries, presentations, and dissemination materials, including post-event policy briefs if required.
- 4.11. Management of participant registration platforms and stakeholder communications, including pre-event outreach, confirmations, and logistics instructions.
- 4.12. Speaker management and protocol coordination, including scheduling, briefing documents, and on-site logistics for VIP participants.
- 4.13. Development of post-event communication products, including videos, photographs, social media assets, and event summaries.
- 4.14. Preparation and submission of a final event report summarizing activities delivered and key operational results.
- 4.15. Other relevant tasks required during the preparation, execution, and follow-up phases of the event.

5. Expected Outcome and Deliverables

- 5.1. The expected outcome is the successful delivery of a high-quality, high-level public-private policy dialogue that advances the TC's objectives, disseminates the comparative regional analysis findings, and generates concrete follow-up commitments by participating governments and private sector actors.

- 5.2. Key deliverables are: (i) a master production plan with timeline and detailed budget breakdown; (ii) event execution; and (iii) a final event report.

6. Project Schedule and Milestones

- 6.1. The contract is expected to begin no later than August 2026 to ensure adequate lead time for a Q4 2026 flagship event.
- 6.2. Specific deliverables, milestones, and timelines will be confirmed in the work order approved by the IDB following contract signature.

7. Reporting Requirements

- 7.1. The firm shall submit the master production plan, budget, and final report in English, unless otherwise agreed with the IDB.
- 7.2. The firm shall participate in coordination meetings with the PTI/PST team as required during the preparation and execution phases.

8. Acceptance Criteria

- 8.1. At least five years of demonstrated experience organizing high-level international conferences, policy forums, or stakeholder engagement events of comparable scale and complexity.
- 8.2. Experience working with multilateral organizations, international development institutions, governments, and private sector stakeholders.
- 8.3. Demonstrated capacity to manage hybrid and virtual event components.
- 8.4. Demonstrated experience working in the United States and ability to contract local vendors and services in Miami, Florida.

9. Other Requirements

- 9.1. Ability to provide services in English and Spanish. Portuguese is desirable.
- 9.2. Availability to provide services across the Americas as needed for complementary events during the TC execution period.

10. Payment Schedule

- 10.1. Payment terms are based on project milestones and deliverables, as follows:

Payment Schedule	
Deliverable	%
Work plan and detailed production budget	35%
Event execution	50%
Final report	15%
TOTAL	100%

- 10.2. 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.
- 10.3. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

11. Supervision

- 11.1. The firm will report to Pablo Steneri, Specialist, Private Sector, Synergies, and Trade Unit (PTI/PST), Productivity, Trade and Innovation Sector, Inter-American Development Bank, who will be responsible for reviewing and approving deliverables and authorizing payments.

TERMS OF REFERENCE

Consultancy: Governance Strengthening and Follow-Up

Post of Duty: Remote

The IDB Group is a community of diverse, versatile, and passionate individuals united by the mission of improving lives in Latin America and the Caribbean. Those who work with us find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this Position

The Productivity, Trade, and Innovation Sector (PTI) supports countries in Latin America and the Caribbean in implementing innovative solutions to build a more productive, open, and globally connected region. This Technical Cooperation is implemented through PTI's Private Sector, Synergies, and Trade Unit (PTI/PST), which serves as the operational enabler for private sector engagement within the sector, working at the intersection of public-private dialogue, trade and investment promotion, and strategic knowledge generation.

PTI/PST coordinates the Americas Business Dialogue (ABD), a private sector-led initiative facilitated by the IDB Group since 2014 and representing more than 460 companies and business organizations across ten sector-specific Working Groups — and organizes high-level policy forums and investment dialogues that bring together senior government officials and business leaders from across the hemisphere. Through these platforms, PTI/PST translates private sector knowledge and priorities into concrete policy recommendations, investment pipelines, and operational opportunities for the IDB Group and its borrowing member countries.

The objective of this consultancy is to leverage the knowledge generated and disseminated under Components I and II of this TC to strengthen the capacity of policymakers, regulatory authorities, and private sector actors to design and implement effective, evidence-based policies in the three priority thematic areas, and to track and document the adoption of the TC's policy recommendations over a 18-month horizon across IDB borrowing member countries.

What You Will Do

- Design and deliver at least two capacity-building sessions for policymakers, regulatory authorities, and private sector actors, drawing on the policy models, good practices, and findings generated under Component I and disseminated at the Flagship High-Level Policy Dialogue under Component II.
- Develop and implement a structured follow-up mechanism to track the adoption of the TC's policy recommendations across IDB borrowing member countries over a 18-month horizon, documenting progress, identifying implementation bottlenecks, and generating lessons learned.
- Coordinate with PTI/PST and relevant IDB Group teams to align follow-up activities with ongoing operations and emerging policy dialogues in the three priority thematic areas.
- Prepare a follow-up progress report at month 18 summarizing adoption levels, bottlenecks encountered, and recommendations for future TC or operational follow-through across IDB

borrowing member countries.

Deliverables and Payment Schedule

Deliverables:

1. Capacity-building session 1: design and delivery
2. Capacity-building session 2: design and delivery
3. Follow-up progress report

The payment upon delivery and approval of these deliverables will be made according to the schedule detailed below:

Deliverable	Percentage	Planned Date to Submit
1. Capacity-building session 1	30%	6 months after the signature of the contract
2. Capacity-building session 2	30%	12 months after the signature of the contract
3. Follow-up progress report	40%	18 months after the signature of the contract

What You Will Need

- **Education:** Master's degree in Economics, Public Policy, International Relations, or related fields.
- **Experience:** At least 8 years of relevant experience in public policy design, institutional development, or knowledge management, with demonstrated experience supporting government officials or multilateral organizations in policy implementation. Knowledge of the LAC institutional context is required.
- **Languages:** Proficiency in Spanish and English, both oral and written, is required.

Key Skills

- Experience designing and facilitating capacity-building workshops or training programs for senior government officials and private sector leaders.
- Strong institutional analysis and policy implementation expertise, with knowledge of at least two of the three TC thematic areas.
- Ability to develop monitoring and follow-up frameworks suited to multi-country, multi-stakeholder policy initiatives.
- Strong written communication and reporting skills in Spanish and English.

- Collaboration, knowledge sharing, and stakeholder engagement orientation.
- Client-focused mindset.

Requirements

- **Citizenship:** You are a citizen of one of our 48 member countries.
- **Consanguinity:** You do not have any family members (up to the fourth degree of consanguinity or second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.

Contract Type and Duration

- **Contract Type:** Product and External Services Consultant (PEC), lump-sum.
- **Duration:** 18 months.
- **Work Location:** Remote

Our Culture

At the IDB Group, we work so that everyone can bring their best and most authentic selves to the workplace, feel empowered to try new approaches without fear, take ownership of their actions, and be recognized for their contributions.

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

We are committed to ensuring that persons with disabilities are provided reasonable accommodations to participate in the interview process. If you are a qualified candidate with a disability, please email us at diversity@iadb.org to request reasonable accommodations in order to complete your application.

Our Human Resources Team carefully reviews each application.

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

About the IDB

The Inter-American Development Bank's mission is to improve lives. Founded in 1959, the IDB is one of the leading sources of long-term financing for the economic, social, and institutional development of Latin America and the Caribbean. The Bank also conducts cutting-edge research and provides policy advice, technical assistance, and training to public and private sector clients across the region.

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**Firm to Provide Logistical and Event Support for Complementary Knowledge-Sharing Events****Background and Justification**

1. The Inter-American Development Bank (IDB), through the Productivity, Trade and Innovation Sector (PTI) and its Private Sector, Synergies, and Trade Unit (PTI/PST), is implementing this Technical Cooperation: Strengthening Public-Private Policy Dialogue and Productive Integration in the Americas.
2. This TC is designed to generate, systematize, and disseminate knowledge on three strategic thematic areas — critical minerals and energy security, artificial intelligence and digital transformation, and resilient supply chains and nearshoring — and to strengthen the capacity of policymakers to design and implement evidence-based policies by leveraging structured input from the private sector through the Americas Business Dialogue (ABD).
3. Component II of this TC (Dissemination of Knowledge and Strengthening of Policy Dialogue) finances, in addition to the Flagship High-Level Policy Dialogue to be held in Q4 2026 in Miami, Florida, a set of complementary knowledge-sharing events, panels, roundtables, and publications to disseminate the TC's findings across IDB borrowing member countries. Up to four complementary events are planned during the TC execution period, with individual event budgets estimated at US\$15,000–US\$25,000.
4. To ensure the successful organization of these events, the IDB seeks to contract a firm capable of providing logistical and event support services at the standard expected of high-level international policy convenings.

5. Objectives

1. The objective of this contract is to provide logistical and event support services for complementary knowledge-sharing events, panels, and roundtables organized under Component II of this TC during the execution period.

2. Scope of Services

1. The selected firm will provide logistical and event production support for complementary knowledge-sharing events organized under this TC. Events may be held in-person, virtually, or in hybrid format across IDB borrowing member countries, as determined by the IDB on a per-event basis through individual work orders issued against this contract.
2. Each work order will specify the event format, location, dates, participant profile, and logistical

requirements. The firm is expected to be available to provide services across the Americas during the TC execution period.

3. Key Activities

4. The selected firm is expected to carry out, at a minimum, the following activities for each event:
 1. Event planning and logistics, including preparation of event production plans, timelines, and cost breakdowns per work order.
 2. Coordination with venues and local suppliers, including room setup, catering coordination, and compliance with venue requirements.
 3. Provision of technical production services as needed, including audiovisual equipment, simultaneous interpretation (English/Spanish and Portuguese as required), and internet connectivity.
 4. Production of event materials, including signage, delegate badges, printed materials, and participant kits, following IDB and ABD branding guidelines.
 5. On-site event coordination, including assignment of event coordinators and support staff throughout the event.
 6. Management of participant registration and pre-event communications, including confirmations and logistics instructions.
 7. Photography and video coverage of key sessions, in compliance with data protection and consent requirements.
 8. Post-event communication products, including photographs, social media assets, and event summaries as required.
 9. Preparation and submission of a brief post-event report summarizing activities delivered and key operational results.
 10. Other relevant tasks required during the preparation, execution, and follow-up phases of each event, as specified in individual work orders.

11. Expected Outcome and Deliverables

1. The expected outcome is the successful delivery of up to four complementary knowledge-sharing events that advance the TC's dissemination objectives, contribute to regional consensus around the three priority thematic areas, and support the follow-up commitments generated at the Flagship High-Level Policy Dialogue.
2. Key deliverables per event are: (i) an event production plan with timeline and detailed budget breakdown; (ii) event execution; and (iii) a post-event report.

3. Project Schedule and Milestones

1. The contract is expected to begin no later than Q4 2026 to ensure adequate lead time for complementary events planned during the TC execution period.
2. Specific event dates, locations, and requirements will be communicated through individual work orders issued by the IDB with sufficient advance notice.

3.

4. Reporting Requirements

1. The firm shall submit event production plans, budgets, and post-event reports in English or Spanish, as agreed with the IDB for each work order.
2. The firm shall participate in coordination meetings with the PTI/PST team as required during the preparation and execution phases of each event.

3. Acceptance Criteria

1. At least three years of demonstrated experience organizing international conferences, policy forums, roundtables, or stakeholder engagement events.
2. Experience working with multilateral organizations, international development institutions, governments, or private sector stakeholders.
3. Demonstrated capacity to manage in-person, virtual, and hybrid event formats.
4. Demonstrated ability to provide services in multiple countries across Latin America and the Caribbean.

5. Other Requirements

1. Ability to provide services in English and Spanish. Portuguese is desirable.
2. Availability to provide services across the Americas during the TC execution period, as specified in individual work orders.

3. Payment Schedule

1. Payment terms are based on project milestones and deliverables per work order, as follows:

Deliverable	%
Event production plan and budget	30%
Event execution	55%
Post-event report	15%
TOTAL	100%

2. 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.
3. The IDB Official Exchange Rate indicated in the RFQ will be applied for necessary conversions of local currency payments.

11. Supervision

1. The firm will report to Pablo Steneri, Specialist, Private Sector, Synergies, and Trade Unit (PTI/PST), Productivity, Trade and Innovation Sector, Inter-American Development Bank, who will be responsible for issuing work orders, reviewing and approving deliverables, and authorizing payments.