



TERMS OF REFERENCE 1

Consultant: Diagnostics on social cohesion and behavioral changes towards migration (SCL/MIG)

International

The IDB Group is a community of diverse, versatile, and passionate people united to improve 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.

Background

Public attitudes towards migration in Latin America and the Caribbean (LAC) have evolved in recent years amidst increasing migratory flows. Understanding these perceptions and how they influence social cohesion is crucial for designing evidence-based policies that facilitate the integration of migrants. The Migration Unit of the Inter-American Development Bank (IDB) has developed a robust approach to analyze these dynamics through the Laboratory of Public Perceptions about Migration, establishing itself as a reference in measuring public opinion on migration in the region.

The Lab has two main objectives: i) to analyze and monitor public opinion trends and ii) to design low-cost interventions to positively influence perceptions of migrants. To achieve this, it uses various data sources, including national and regional surveys, social media analysis through machine learning, primary data, and studies the media's role in shaping public opinion. It also collaborates with global and regional initiatives to support governments in formulating informed and effective policies.

While these efforts have led to a better understanding of public opinion in LAC, challenges remain in developing effective strategies to promote social cohesion and change behaviors towards migrant population. Although factors influencing attitudes of host communities have been extensively studied, there is still little evidence on the impact of specific interventions in improving these perceptions and reducing prejudices.

To advance this agenda, it is necessary to move from diagnosis to the implementation of strategies that promote social integration and intercultural coexistence. Existing evidence suggests that certain types of interventions can improve relationships between local communities and migrants, reducing exclusionary behaviors and promoting positive interactions.

About the Role

In the Migration Unit, we are looking for a consultant to support tracking and updating the research of the Laboratory of Public Perceptions about Migration. The consultant will contribute to the analysis and monitoring of public opinion trends on migration in Latin America and the Caribbean, ensuring that the Lab's findings are systematized and used to generate applied knowledge. As part of their role, they will assist in preparing reports, technical notes, presentations, and other strategic products to strengthen the IDB's agenda in this area.

Additionally, the consultant will contribute to developing a diagnosis on effective strategies to promote social cohesion and behavioral changes towards migration. This will involve analyzing literature and previous experiences in the region, identifying good practices, and formulating recommendations for designing interventions that encourage positive interactions between local communities and migrants.

Key Responsibilities:

The consultant will work closely with the team responsible for the social cohesion agenda of IDB's Migration Unit and will perform the following tasks:

- Support with tracking and updating the research of the Laboratory of Public Perceptions about Migration.
- Contribute to the development of analytical documents on social cohesion and perceptions of migration.
- Collaborate in systematizing data and key findings to strengthen the IDB's agenda in promoting positive narratives on migration.
- Conduct a diagnosis of what strategies work to promote social cohesion and behavioral changes towards migration, identifying good practices and innovative approaches.
- Assist in disseminating results, including preparing reports, technical notes, presentations, and communication products on social cohesion and migration perceptions.
- Support the team in cross-cutting issues related to migration challenges in the region.

Deliverables and Payment Schedule:

Payments will be made upon delivery of the following deliverables:

- **Deliverable 1:** Document exploring public opinion on returned migrants.
- **Deliverable 2:** Update of Lab resources.
- **Deliverable 3:** Diagnosis of cognitive and socio-emotional interventions in schools.
- **Deliverable 4:** Report on public opinion in Latin America on migration.

Deliverables	<u>Percentage</u>	<u>Estimated date</u>
Deliverable 1	<u>25%</u>	June 2025
Deliverable 2	<u>25%</u>	August 2025
Deliverable 3	<u>25%</u>	November 2025
Deliverable 4	<u>25%</u>	February 2026

Required Qualifications:

- **Education:** Bachelor's degree in economics or social sciences. A master's degree in economics or social sciences is preferred.
- **Experience:** Four years of professional experience in research related to migration topics in the region. Knowledge or experience in research related to public perception, public opinion, social cohesion, discrimination, etc., is preferred.
- **Languages:** Proficiency in Spanish and English, both oral and written. Knowledge of French and Portuguese is a plus.

Key Skills:

- Experience in leading teams and projects.
- Analytical skills in data and survey analysis.
- A minimum of 5 years of knowledge and work in migration-related topics in the region.
- Proven experience in preparing migration-related documents.
- Strong writing skills.
- Knowledge of the regional migration context.

Requirements:

- **Citizenship:** You must be a citizen of one of our 48 member countries.



- **Family Relations:** You do not have family members (up to the fourth degree of consanguinity and second degree of affinity, including spouses) who work at the IDB, IDB Invest, or IDB Lab.
- **COVID-19 Considerations:** The health and safety of our employees are our top priority. As a condition of employment, IDB/BID Invest requires all new employees to be fully vaccinated against COVID-19.

Contract Type and Duration:

- **Contract Type:** External Consultant, Fixed Price
- **Duration:** 10 months

What We Offer:

The IDB Group offers benefits that respond to the different needs and stages of an employee's life. These benefits include:

- A competitive remuneration package.
- A flexible way of working. Performance will be evaluated based on deliverables.

Our Culture:

At the IDB Group, we strive for everyone to give their best and bring their true selves to work, willing to try new approaches without fear, holding themselves accountable for their actions, and being rewarded for them.

Diversity, Equity, Inclusion, and a Sense of Belonging (DEIB) are the pillars of our organization. We celebrate all dimensions of diversity and encourage applications from women, LGBTQ+ individuals, people with disabilities, Afro-descendants, and indigenous people.

We will ensure that individuals with disabilities are provided with reasonable accommodation 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 for completing this application.

Our Human Resources Team reviews thoroughly each application.

About the IDB Group:

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and IDB Lab, offers flexible financing solutions to its member countries to fund economic and social development through loans and grants to public and private 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 economic, social, and institutional development in Latin America and the Caribbean. The IDB also conducts cutting-edge research projects and provides policy advice, technical assistance, and training to public and private clients throughout 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 2

COLOMBIA

RG-T4677

[\[Approved Link\]](#)

Promoting Positive Narratives and Social Cohesion for Migrant Integration

1) Background and Justification

In the last ten years, Latin America and the Caribbean (LAC) has experienced a significant increase in intraregional migration flows, primarily due to the deterioration of socioeconomic conditions and political crises in the region. An analysis by the Migration Unit of the IDB (MIG) found that intraregional migration grew at a faster rate than extra regional migration, with the number of LAC migrants increasing by 60%. This growth outpaced both the migration of people from the region to the rest of the world (52%) and the global rise in South-South migration (46%). The Venezuelan diaspora has been a key player in the recent migration flows. According to the latest report from the Venezuela Refugee and Migrant Response Platform – R4V, regarding the Stock of International Migrants, Colombia, Peru, Ecuador, and Chile are the main destinations for Venezuelan migrants in the region. The number of Venezuelan migrants in the region amounts to 6.5 million (with approximately 2.8 million Venezuelans in Colombia alone).

Many of the migrants in the region are minors. According to data from the 2021 Integrated Household Survey in Colombia, about 32% of the migrant population are under 15 years old. In Peru, this age group represents 24% of the population, and in Ecuador, 23%. In most countries, access to education is universal, and in Colombia, the attendance rate is relatively high, exceeding 73%.

One of the most important challenges faced by countries receiving new migration flows is the role of public opinion and social cohesion. Public perceptions and attitudes act as key factors in the integration of the migrant population, as well as in the building of cohesive societies that view migration as an opportunity rather than a burden. Biases and exclusionary attitudes promote the social exclusion of migrants. This exclusion has high individual costs (Glover et al., 2017; Alesina et al., 2018; Kerwin and Guryan, 2018). Furthermore, exclusion can have social costs, such as slower economic growth and intergroup violence (Hjort, 2014; Alesina and La Ferrara, 2005).

Migrant children represent a particularly vulnerable group during the migration process and face additional difficulties upon arrival in new receiving communities (Naslund-Hadley et al., 2020; Elías et al., 2022). Their integration process into education and schools can be challenging. These students may face barriers to accessing and enrolling in school, difficulties with curricula, and language barriers, and may experience prejudice and rejection from other students or school authorities (Salas et al., 2017; Save the Children, 2022; Millán Otero et al., 2021; Elías et al., 2022).

Stigmatization and exclusion of migrant children can have lasting and significant impacts on their lives, negatively affecting their mental and physical health, and making the integration process into receiving communities and schools more difficult (Metzner et al., 2022; George and Massani, 2018; Brown, 2015).

Schools are an ideal setting to begin addressing prejudice, as most interventions focused on changing attitudes toward members of external groups (those from different ethnic or religious backgrounds or different age groups, etc.) in this context have been effective (Ülger et al., 2018).

This study aims to promote social cohesion within the school context in LAC, given the increased migration flows in the region. The goal is to generate evidence for the design of public policies and educational interventions in the region.

As part of this project, an intervention is required to promote social cohesion in schools within the context of high migration flows. The project aims to evaluate, through a Randomized Controlled Trial (RCT), the impacts of implementing this intervention on students. Previously designed materials for both migrant and local students will be used to foster social cohesion through the promotion of socio-emotional skills such as empathy, perspective-taking, among others.

The intervention will be applied to an expected 120 schools (60 treatment schools and 60 control schools), with two classrooms per school, totaling an average of 6,000 fifth-grade students. Baseline and endline surveys will be collected from all students and from each teacher implementing the intervention. The survey will be administered by the interviewer.

2) Objectives

This consultancy focuses on implementing the intervention materials and evaluating their impact through the collection of student surveys. The consultancy consists of four main components:

- I. Designing the implementation and evaluation protocol for an intervention aimed at promoting socio-emotional skills among fifth-grade students in schools across three localities in Bogotá over the course of a school year.
- II. Collection of surveys from students in Bogotá's schools, specifically baseline surveys and final follow-up surveys.
- III. Providing support to teachers and monitoring the implementation of the intervention.
- IV. Cleaning and analyzing the evaluation data.

3) Scope of Services

The consulting firm will carry out the necessary activities to meet the objectives set by the IDB Migration Unit. The firm will collaborate closely with the Migration Unit team to design and implement the plan through an iterative feedback process.

4) Key Activities

The activities to be carried out under this contract are as follows:

- a) **Design the implementation, monitoring, and evaluation protocol for the intervention.** Develop a detailed protocol that establishes the sequence of activities, methodologies, and evaluation criteria. This protocol will guide the adaptation of the curriculum for fifth-grade classrooms, incorporating content to strengthen socio-emotional skills in three localities of Bogotá during the school year.
- b) **Program the survey in data collection software.** Set up the surveys on a digital platform that allows for efficient and secure data collection, ensuring that the selected software facilitates subsequent analysis and complies with data protection standards.
- c) **Development of materials for surveyors.** Design guides and support materials for the surveyors, ensuring that they fully understand the data collection protocol and the ethical practices necessary for administering the surveys.
- d) **Approval from the Ethics Committee (IRB).** Manage and obtain approval from an Institutional Review Board (IRB) to ensure ethical compliance in data handling and the protection of participants' rights, especially minors.

- e) **Pilot survey.** Conduct a pilot to evaluate the functionality of the survey instrument, making necessary adjustments based on feedback from this initial stage.
- f) **Distribution of materials to educational centers.** Plan and coordinate the delivery of educational and intervention materials to participating schools, ensuring they are available and accessible before the intervention begins.
- g) **Teacher training.** Conduct training workshops for the teaching staff of the selected schools, providing them with training on the use of intervention materials and promoting strategies for fostering socio-emotional skills in the classroom. For teachers unable to attend in-person training, digital training materials should be provided.
- h) **Baseline data collection.** Administer baseline surveys to students and teachers before the intervention begins, establishing a reference point for the impact evaluation.
- i) **Support for classroom intervention implementation.** Provide ongoing support to teachers during the intervention in the classroom, monitoring adherence to planned activities and facilitating adjustments when necessary.
- j) **Monitoring the implementation of the intervention.** Track progress and the quality of implementation to ensure it is carried out correctly. Monitoring indicators will be part of the final delivery and data analysis.
- k) **Final data collection.** Administer final surveys at the end of the intervention to assess changes in students' socio-emotional skills and pro-social attitudes.
- l) **Evaluate the results of the implementation through surveys to teachers and students.**

Analyze the data collected to assess the impact of the intervention, identifying both successes and areas for improvement. The results will be used to inform the enhancement of educational policies and interventions in the region.
- m) **Submission of survey databases and monitoring indicators.**

The firm must submit the databases with the collected information to the bank. Progress reports must be delivered weekly to the bank and meet the agreed-upon quality and security standards.

5) Expected Results and Deliverables

For the activities described previously, the following are the expected results and deliverables:

- a. **Deliverable 1 - Implementation, Monitoring, and Evaluation Protocol for the Intervention.**
 - i. The document must provide a detailed description of the protocols for implementing the intervention.
 - ii. It can be delivered in Word, Excel, or PDF format and must include a list of activities along with their respective schedule to meet the deadlines established in the contract.
 - iii. The document must include a detailed description of the teacher training protocol.
 - iv. The document must describe in detail the protocol for administering surveys to teachers and students.
- b. **Deliverable 2 - Mid-Year Implementation Report and Preliminary Results -**

Composed of 3 deliverables:

- i. Reports on the evolution of the baseline survey. During the survey implementation, the firm must provide weekly reports on the progress of the survey management. These reports should contain detailed information on the number of students surveyed, schools visited, and teachers surveyed.
 - ii. Final Report on the Implementation of the Baseline Survey. The report should consolidate the information from the progress reports and include global indicators of the final evaluation results.
 - iii. Database with consolidated information from all surveys and monitoring indicators, provided in both raw and clean formats. These can be delivered in either Excel or Stata format. The Bank may request partial databases.
- c. **Deliverable 3. Report on Implementation and Preliminary Results at the End of the School Year** - Composed of 3 deliverables:
- i. Final Reports on the evolution of the end-line survey. During the survey implementation, the firm should submit weekly progress reports on the management of the surveys. These reports should include detailed information on the number of students surveyed, schools visited, and teachers surveyed.
 - ii. Final Report on the Implementation of the End-Line Survey. The report should consolidate the findings from the progress reports and provide global indicators of the final evaluation results.
 - iii. Database with consolidated information from all surveys, provided in both raw and cleaned formats. The databases should be delivered in Stata format with necessary variable and value labels for clarity. The Bank may request partial databases.

6) Project Timeline and Milestones

The project will last for 17 months.

Deliverable	Timeline
Deliverable 1 – Product 1	Month 3
Deliverable 2 – Product 2	Month 8
Deliverable 3 – Product 3	Month 16

7) Deliverable Requirements

- a. The Consulting Firm will maintain regular communication with the designated focal point at the IDB to carry out the activities and develop all the deliverables described in this contract. The firm will obtain approval from the IDB before proceeding with any payments associated with each service request.
- b. All project reports must be submitted in professional-level Spanish. Deliverables will be edited by native Spanish speakers to ensure appropriate language quality.
- c. The results of the surveys administered to teachers and students should be provided as databases in *dta* format with readable names and labels, along with a dictionary that describes the variables. Data should be provided in both raw and clean formats.

8) Acceptance Criteria

- a. The format of the deliverables should be discussed with the Migration Unit for approval before the first deliverable.
- b. All deliverables must be submitted to Specialist Marta Luzes (martap@iadb.org) for approval.

9) Consulting Firm and Key Team Requirements

The firm must have more than 10 years of experience in data collection and impact evaluations.

The firm must demonstrate it has the key staff and support personnel required to meet the objectives. Additionally, the firm should have experience in:

- Writing and implementing IRB protocols.
- Experience in interventions and evaluations within the school context, especially with primary students and teaching staff.
- Experience in conducting impact evaluations in an educational context.
- Experience in conducting large-scale data collection in Colombia, specifically in Bogotá.
- Experience in data analysis and conducting impact evaluations.

10) Supervision and Reporting

The IDB will supervise the execution of activities, and the completion of the deliverables outlined in these terms of reference and will approve all payments. The point of contact at the IDB for all matters related to this contract will be Marta Luzes, Migration Unit Specialist (martap@iadb.org).

11) Payment Schedule

- a. Payment conditions will be based on project milestones or deliverables. The Bank does not expect to make advance payments for consultancy contracts unless a significant amount of travel is required. The Bank seeks the most competitive cost proposal for the services outlined in this document.
- b. The Official Exchange Rate of the IDB, as indicated in the SDP, will be applied for necessary conversions of payments into local currency.

Payment Plan:

Deliverable	%
Deliverable 1 – Protocol for Implementation, Monitoring, and Evaluation of an Intervention	30%
Deliverable 2 – Report on Implementation and Preliminary Results Mid-School Year	30%
Deliverable 3 – Report on Implementation and Preliminary Results End of School Year	40%
TOTAL	100%

TERMS OF REFERENCE 3

Consultancy for the Development of an Educational Framework for Migration Awareness with a Gender Approach

International

The IDB Group is a community of diverse, versatile, and passionate people united to improve 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.

Background

In Latin America and the Caribbean (LAC), public officials play a key role in the integration of migrants, as they are often the first point of contact between migrants and state institutions. Their attitudes and behaviors have a direct impact on migrants' access to essential services such as health, education, housing, and legal protection.

Promoting positive and inclusive behaviors among public officials not only improves the quality of services provided but also contributes to creating more welcoming environments, strengthening social cohesion, and reducing discrimination. Fostering empathy and awareness in these individuals is essential to counteract xenophobic trends, facilitate migrant integration, and promote public policies that recognize migration as an asset to society rather than a challenge.

In this context, the Inter-American Development Bank (IDB), through its Migration Unit (SCL/MIG), seeks to develop a reference framework and toolkit with guidelines to raise awareness of migration issues among public officials, ensuring the incorporation of a gender perspective. This material will serve as the basis for training approximately 50 public officials in a country or pilot project, aiming to establish sustainable strategies that promote respectful, rights-based services for migrants.

About This Position

The objective of this consultancy is to support the development of a reference framework and toolkit that will provide clear guidelines for the awareness and training of public officials on migration issues, integrating a gender approach.

Your Responsibilities

The consultant will be responsible for:

- Supporting the development of the reference framework or toolkit that provides guidelines for the awareness of public officials on migration issues with a gender approach.
- Providing strategic guidance to the contracted firm to ensure that the toolkit aligns with IDB priorities and strategies.
- Reviewing and providing key inputs to ensure that the framework or toolkit is technically sound, applicable, and tailored to institutional needs.
- Supporting the pilot phase of the framework or toolkit in a specific country or project, assessing its implementation.
- Contributing to the development of training materials aligned with best practices in migration awareness and training.

Timeline of Deliverables and Payments

Payments will be made upon delivery of the following deliverables:

Deliverable 1: Document containing the reference framework for the awareness and training of public officials on migration issues, ensuring the integration of a gender perspective.

Deliverable 2: Implementation report, including the development and piloting of training materials, as well as an analysis of results and recommendations for future applications.

Deliverable	Percentage	Estimated Date
Deliverable 1	50%	March 2026
Deliverable 2	50%	June 2026

Required Qualifications:

- **Education:** Bachelor's degree in economics or social sciences. A master's degree in economics or social sciences is preferred.
- **Experience:** Four years of professional experience in research related to migration topics in the region. Knowledge or experience in research related to public perception, public opinion, social cohesion, discrimination, etc., is preferred.
- **Languages:** Proficiency in Spanish and English, both oral and written. Knowledge of French and Portuguese is a plus.

Key Skills:

- Experience in leading teams and projects.
- Analytical skills in data and survey analysis.
- A minimum of 5 years of knowledge and work in migration-related topics in the region.
- Proven experience in preparing migration-related documents.
- Strong writing skills.
- Knowledge of the regional migration context.

Requirements:

- **Citizenship:** You must be a citizen of one of our 48 member countries.
- **Family Relations:** You do not have family members (up to the fourth degree of consanguinity and second degree of affinity, including spouses) who work at the IDB, IDB Invest, or IDB Lab.
- **COVID-19 Considerations:** The health and safety of our employees are our top priority. As a condition of employment, IDB/BID Invest requires all new employees to be fully vaccinated against COVID-19.

Contract Type and Duration:

- **Contract Type:** External Consultant, Fixed Price
- **Duration:** 6 months

What We Offer:

The IDB Group offers benefits that respond to the different needs and stages of an employee's life. These benefits include:

- A competitive remuneration package.
- A flexible way of working. Performance will be evaluated based on deliverables.

Our Culture:



At the IDB Group, we strive for everyone to give their best and bring their true selves to work, willing to try new approaches without fear, holding themselves accountable for their actions, and being rewarded for them.

Diversity, Equity, Inclusion, and a Sense of Belonging (DEIB) are the pillars of our organization. We celebrate all dimensions of diversity and encourage applications from women, LGBTQ+ individuals, people with disabilities, Afro-descendants, and indigenous people.

We will ensure that individuals with disabilities are provided with reasonable accommodation 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 for completing this application.

Our Human Resources Team reviews thoroughly each application.

About the IDB Group:

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and IDB Lab, offers flexible financing solutions to its member countries to fund economic and social development through loans and grants to public and private 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 economic, social, and institutional development in Latin America and the Caribbean. The IDB also conducts cutting-edge research projects and provides policy advice, technical assistance, and training to public and private clients throughout the region.

Follow us:

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

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

https://twitter.com/the_IDB

Consultancy for the Design and Implementation of a Framework and Toolkit that sets guidelines to sensitize public officials on migration issues integrating a gender-sensitive approach.

1) Background and Justification

In recent years, several countries in LAC have experienced an unprecedented influx of migrants due to economic, political, and social instability in their countries of origin. This has placed significant pressure on public services and required local governments and institutions to develop strategies for effective and equitable migrant integration. Public officials play a crucial role in facilitating this process and ensuring non-discriminatory, gender-responsive service provision. However, addressing issues such as xenophobia, gender-based discrimination, and intersecting vulnerabilities is essential to fostering a welcoming and inclusive environment for migrants.

In response to this challenge, national and local governments, in collaboration with international organizations, have launched initiatives to enhance public services and social infrastructure in high-migration areas. Beyond physical service provision, the effective integration of migrant populations requires well-prepared public officials and contractors capable of understanding and addressing the specific needs of diverse migrant groups, including women, children, LGBTQ+ individuals, and indigenous and Afro-descendant communities.

Within this context, the research team at the IDB seeks a firm to advise and assist the Migration Unit in designing and implementing two awareness sessions on migration, gender, and non-discrimination. These sessions will be tailored for public officials involved in migration-related projects across various locations in the region.

Objectives

To develop and implement a comprehensive framework and toolkit for awareness sessions on migration, gender, and non-discrimination, equipping public officials with the knowledge and skills to deliver inclusive and equitable services. The sessions should accommodate a total of 50 participants, depending on the location. The consultancy should develop a methodological strategy that outlines the structure, content, and dynamics of the sessions, as well as an implementation strategy adapted to local contexts.

The sessions should aim to:

- Reduce xenophobia and gender-based discrimination.
- Enhance service delivery to diverse migrant communities.
- Equip officials with the knowledge and tools to train their teams.
- Address the specific challenges faced by women, LGBTQ+ individuals, and marginalized migrant groups.

Participants should receive materials that facilitate knowledge retention and dissemination. The sessions will be conducted in collaboration with the Migration Unit's team.

2) Scope of Services

The selected firm will be responsible for:

- **Framework and Toolkit Preparation:** Designing and presenting a framework and toolkit focused on raising awareness that can be applied to different contexts in the LAC region.

- **Methodological Proposal:** Providing a detailed methodology for the awareness sessions, including objectives, approaches, and educational techniques. The proposal should incorporate strategies tailored to the regional and local contexts.
- **Development of Training Model:** Collaborating with the Migration Unit to finalize the training model based on feedback and recommendations.
- **Session Planning:** Designing and preparing all necessary materials for implementation.
- **Session Implementation:** Conducting awareness sessions in selected locations.
- **Provision of Educational Materials:** Supplying user-friendly and practical materials for participants, such as infographics and concise manuals.
- **Emotional and Professional Support:** Offering support to officials who may be affected by the sensitive topics covered.
- **Final Report:** Documenting the sessions, methodologies used, materials developed, results obtained, and recommendations for future training initiatives.

3) Key Activities

The contract includes the following key activities:

1. Planning and designing the toolkit and framework.
2. Planning and executing awareness sessions for public officials.
3. Coordinating with the IDB team for session design and implementation.
4. Providing support and guidance to participants.
5. Submitting a final report detailing the training design, methodology, field sessions, and recommendations for future improvements.
6. Performing other tasks related to the overall consultancy objective.

4) Expected Deliverables

1. **Methodological Proposal:** A document outlining the proposed toolkit and methodology, including objectives, thematic content, interactive activities, and educational strategies.
2. **Final Training Model:** A revised document incorporating feedback from the Migration Unit, including the final session structure, materials, and schedule.
3. **Implementation Plan:**
 - Detailed activity schedule.
 - List of required resources and logistics.
4. **Session Materials:**
 - Visual presentations (e.g., PowerPoint).
 - Instructional guides for facilitators.
 - Materials for interactive activities (e.g., worksheets, group exercises).
 - Audiovisual resources, if applicable.
5. **Participant Materials:**
 - A reference guide covering key session concepts.
 - Easy-to-share materials such as infographics, brochures, and summaries.
6. **Final Report:** A comprehensive report documenting the sessions, methodologies, materials, outcomes, and recommendations for future awareness programs.

5) Project Schedule and Milestones

The consultancy will last for fourteen months, with the following milestones:

Deliverable / Milestone	Time
Deliverable 1 - Product 1 Toolkit and Framework Submission	Month 3

Deliverable 2 – Product 2 Submission of Methodological proposal	Month 6
Deliverable 3 – Product 3 Finalization of the training model, implementation plan, and session materials	Month 9
Deliverable 4 – Product 4 Submission of the final report	Month 14

6) Supervision and Reporting

The IDB shall supervise the execution of the activities and completion of the deliverables indicated in these terms of reference and approve all payments. The point of contact at the IDB for all matters related to this contract will be Marta Luzes, Migration Unit specialist (martap@iadb.org), and Cynthia Van der Werf (cvanderwerf@iadb.org), Migration Unit Specialist.

7) Payment Schedule

Payment conditions will be based on project milestones or deliverables. The Bank does not expect to make advance payments for consultancy contracts unless a significant amount of travel is required. The Bank seeks the most competitive cost proposal for the services outlined in this document. The Official Exchange Rate of the IDB, as indicated in the SDP, will be applied for necessary conversions of payments into local currency.

Payment Breakdown:

Deliverable	Milestone	Payment (%)
Product 1	Milestone 1	25%
Product 2	Milestone 2	25%
Product 3	Milestone 3	25%
Product 4	Milestone 3	25%
Total		100%

TERMS OF REFERENCE 5

Regional Engagement and Dissemination of the Anti-Xenophobia Toolkit

1. Background and Justification

Over the past decade, Latin America and the Caribbean (LAC) have witnessed an unprecedented increase in migratory flows, with millions of people seeking better opportunities or refuge within the region. This dynamic has intensified challenges for host societies, including social tensions, barriers to integration, and rising negative attitudes toward migrants. These challenges highlight the need for strategies that promote inclusion and social cohesion. In response, the Migration Unit of the Inter-American Development Bank (IDB), in collaboration with the Quito Process, has developed an antixenophobia toolkit designed to guide governments in crafting communication campaigns that foster the integration of migrants and refugees into their host communities.

The toolkit is a comprehensive, step-by-step guide that enables public officials and stakeholders to design effective communication strategies aimed at reducing xenophobia and promoting the socioeconomic integration of migrant populations. By leveraging evidence-based practices, the toolkit addresses the root causes of prejudice and provides actionable solutions for improving public perceptions of migration. It reflects a regional commitment to combat discrimination and align national policies with inclusive frameworks.

The development of the toolkit is an important step and ensuring that key stakeholders are aware of and equipped to use it can amplify its potential impact. Dissemination events offer an opportunity to present the toolkit's methodology, encourage dialogue, and support its adoption, helping governments and institutions across the region to incorporate their strategies into their efforts to address xenophobia.

The Migration Unit, in partnership with the Quito Process, now seeks to engage a firm to organize three strategic events aimed at disseminating the antixenophobia toolkit. These events will serve as platforms to present the toolkit, encourage dialogue among stakeholders, and promote its adoption and use. They will also foster collaboration and knowledge exchange, contributing to regional efforts to address xenophobia and support migrant integration.

This initiative underscores the IDB's commitment to fostering inclusive and sustainable solutions to migration challenges. By prioritizing the dissemination of the antixenophobia toolkit, the Migration Unit aims to enhance the capacity of regional governments to improve social perceptions of migration, promote positive narratives, and contribute to building more inclusive societies throughout Latin America and the Caribbean.

2. Objectives

The selected firm will be responsible for the planning and execution of three events to disseminate the antixenophobia toolkit. These events include:

- **An in-person dissemination event (possibly in Quito):** This event will engage government communicators and stakeholders, introducing the toolkit and fostering dialogue on its adoption. It aligns with Ecuador's upcoming Pro Tempore Presidency of the Quito Process, providing an opportunity to strengthen regional collaboration and leadership on this issue.

- **An in-person dissemination event in a country to be defined:** This event will focus on engaging communicators and key actors to discuss and promote the toolkit's use in their contexts.
- **A global online webinar:** This virtual event will maximize outreach by targeting a broad audience of government representatives, civil society, and other stakeholders interested in the toolkit. The webinar will provide an accessible platform for sharing the toolkit's methodology and encouraging dialogue among diverse participants.

3. Scope of Services

The consulting firm will carry out the different activities needed to fulfil the objectives laid out by the IDB Migration Unit and document the process of planning and implementation of the three events.

4. Key Activities

The selected firm will develop and execute a comprehensive plan for the dissemination events, ensuring alignment with the objectives of the antixenophobia toolkit and the broader goals of the Migration Unit. This includes:

- Define the list of speakers, panelists, and key participants for each event in collaboration with the Migration Unit and the Technical Secretariat of the Quito Process.
- Develop detailed agendas that align with the toolkit's methodology and objectives.
- Design communication materials, such as invitations, promotional content, and event guides, ensuring clarity and alignment with the target audience.
- Coordinate the invitation process and manage participant confirmations.
- Organize and manage the technical aspects of the online webinar

The firm will also handle all logistical aspects to ensure the successful execution of the events.

- Identify and secure appropriate venues for the in-person events, ensuring accessibility and suitability for the target audience.
- Oversee logistical arrangements, including catering, audiovisual setup, translation services (if necessary), and on-site coordination.
- Provide on-site support during the in-person events and real-time coordination for the online webinar.
- Maintain clear and consistent communication with all stakeholders, including sponsors, collaborators, and the Migration Unit, to ensure alignment and satisfaction.
- Facilitate coordination with the Technical Secretariat of the Quito Process to integrate their input and priorities.
- Compile and deliver a comprehensive post-event report summarizing activities, participant feedback, and key outcomes.

5. Expected Outcome and Deliverables

- a. **Deliverable 1:** A detailed report documenting the planning and preparatory

activities for the dissemination events. This report should include a description of the initial actions executed, including (i) the overall event structure and thematic adaptation for each event; (ii) a list of confirmed speakers, panelists, and participants; (iii) communication materials designed for invitations and promotional efforts; and (iv) a comprehensive implementation plan, including assigned roles, timelines, and milestones for each event.

b. Deliverable 2: A final report documenting the implementation and outcomes of the three dissemination events. This report should include:

- A systematization of key milestones achieved for each event, such as the number of participants, thematic discussions held, and collaborations generated.
- Feedback and insights gathered from participants and stakeholders.
- Recommendations for future dissemination efforts to maximize the impact of the antixenophobia toolkit.

6. Project Schedule and Milestones

a. The work shall be carried out within eight months of the time of the contract signature.

Deliverable / Milestone	Time
Deliverable 1 - Product 1	September 2026
Deliverable 2 - Product 2	March 2027

7. Reporting Requirements

- a.** The Consulting Firm shall maintain regular communication with the point of contact at the IDB in carrying out the activities and developing all deliverables described in this contract. The Consulting Firm shall obtain the IDB's approval to complete each Service Request activity before processing associated payments.
- b.** All project deliverables will be presented in professional-level Spanish. Native-level Spanish speakers will edit deliverables to ensure the appropriate language level.

8. Acceptance Criteria

Deliverables will be provided in editable formats (i.e., Microsoft Word, PowerPoint, etc.)

9. Other Requirements

Minimum profile of the professional team requested: The firm must demonstrate that it has the key and support personnel to fulfil the objectives. In addition, they must have experience in:

- Understanding the migration dynamics in Latin America and The Caribbean
- Demonstrable experience in leadership roles, event management, and/or social projects.
- Education: minimum Bachelor's degree, preferably in Social Sciences, Communication or Strategic Planning
- Excellent communication and collaboration skills.
- Ability to plan, organize, prioritize, and work on multiple tasks to be delivered on time and in proper form.

- Knowledge and proficiency in MS Office programs and various collaborative virtual work management platforms.
- English – Spoken and written (desirable).

10. Supervision and Reporting

- a. The IDB shall supervise the execution of the activities and completion of the deliverables indicated in these terms of reference and approve all payments. The point of contact at the IDB for all matters related to this contract will be Marta Luzes, Migration Unit specialist (martap@iadb.org)

11. Schedule of Payments

- a. 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.
- b. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.
- c. The payments will be processed as follows:

Payment Schedule	
<i>Deliverable</i>	<i>%</i>
<i>Product 1</i>	40%
<i>Product 2</i>	60%

Optimize and redesign the Quito Process

1. Background and Justification

The Quito Process has been consolidated as an intergovernmental technical space in Latin America and the Caribbean, specializing in developing proposals, exchanging good practices, and articulating a regional response to the human mobility situation of refugees and migrants, especially Venezuelans. The Quito Process seeks to harmonize and coordinate regionally the measures implemented aimed at ensuring safe, orderly, and regular migration, in full respect and protection of human rights and in accordance with national regulations, applicable international legal instruments, and good practices in the region.

This space began in September 2018, with the initial objective of exchanging information, good practices, and articulating regional coordination in response to the human and humanitarian mobility crisis of Venezuelan people in the region. In 2020, under the presidency of Chile, the Technical Secretariat (supported by UNHCR and IOM) was put into operation, the technical and financial support of the Group of Friends began, and the first version of the website of this intergovernmental technical forum was published.

To date, this virtual space (website) has served as a communication gateway for the Quito Process with its members and the community in general. The passage of time, the increase in information to be shared, and the evolution of technologies are some of the causes of the obsolescence of some of the tools used, requiring this development to be updated to the needs of the States to socialize their recommendations and work in order to account to society as a whole for the efforts that all members and technical teams make on strategic issues related to the mobility of refugees and migrants in Latin America and the Caribbean. During the Chilean Presidency in 2020 and with the support of IOM, the first version of the Quito Process website was developed.

The member states' requirements to generate a base of experiences and good practices are repetitive and fundamental to achieving the Process's objectives. The passage of time has contributed to the development of new tools and software versions for improving digital spaces. It is advisable to evolve in these spaces to support the efforts of the States and Members of the Process to share their achievements and recommendations. The Quito Process website, although functional, uses outdated modules and patches that hinder maintenance, scalability, and compliance with modern standards. Although it is already on Drupal 10, its structure needs optimization to improve the browsing experience, facilitate content management, and ensure its long-term technical sustainability.

2. Objectives

This consultancy will optimize and redesign the Quito Process website in its current version of Drupal 10, ensuring its sustainability, security, and ease of use.:

- i. Modernize the design and structure of the website to align it with the new visual identity of the Quito Process and improve the user experience.
- ii. Audit and clean the existing database and modules, eliminating unnecessary dependencies and ensuring that all components meet security and functionality standards.

- iii. Implement intuitive systems for content management, allowing editors to update information without the need for external technical support.
- iv. Maintain the Drupal infrastructure on Acquia, ensuring the continuity of the security and performance standards required by IOM.
- v. Ensure the scalability and future maintenance of the site to meet the needs of the Quito Process over the next five years

3. **Scope of Services**

The project will focus on optimizing and updating the existing website, preserving its architecture in Drupal 10 and the Acquia server.

4. **Key Activities**

- a. Initial system audit: Identify obsolete modules, unnecessary patches, and critical areas for improvement in the database and source code.
- b. Cleaning and optimization: Remove unused or outdated modules, updating key components to improve performance and security.
- c. Theme redesign: Develop a new visual design adapted to the updated identity of the Quito Process, prioritizing accessibility and navigation.
- d. Content reorganization: Transfer and structure existing information, ensuring its integrity and usability.
- e. Acceptance testing: Conduct tests with key users to validate the functionality, accessibility, and overall experience of the site.
- f. Production deployment: Implement changes in the production environment with minimal service interruption.
- g. Post-launch maintenance: Provide technical support, minor adjustments, and problem resolution during the first 6 months after launch.

5. **Expected Outcome and Deliverables**

- 1. A document with the initial audit and reengineering of the current theme, and the proposal and development of the new theme.
- 2. A report of a fully functional website in production, without errors or failures. Delivery of the source code and the updated website database to have a complete backup. The website should function correctly, without dependencies on external patches and capable of performing future updates without issues. It should also be an updated, modern, and accessible design, according to the approved proposal. The code for the new theme will be delivered. All links verified and content areas updated.

6. **Project Schedule and Milestones**

The work shall be carried out within twenty-four months of the contract signature.

Deliverable / Milestone	Time
Deliverable 1 - Product 1	Month 2
Deliverable 2 - Product 2	Month 22

7. **Reporting Requirements**

1. The Consulting Firm shall maintain regular communication with the point of contact at the IDB in carrying out the activities and developing all deliverables described in this contract. The Consulting Firm shall obtain the IDB's approval to complete each Service Request activity before processing associated payments.
2. All project deliverables will be presented in professional-level English or Spanish. Native-level Spanish speakers will edit deliverables to ensure the appropriate language level.

8. **Acceptance Criteria**

The deliverables must be provided in the following formats:

- Functional website: the updated or redesigned website must be deployed in the production environment and fully operational.
- Source code: all files associated with the website (HTML, CSS, JavaScript, and Drupal modules) must be delivered in a structured and organized .zip or .tar.gz file.
- Database backup: a complete backup of the updated and optimized database must be provided in .sql format.
- Technical documentation: editable documents in Microsoft Word or PDF, including user and admin manuals, configuration settings, and a summary of the reengineering and optimization process.
- Testing reports: User Acceptance Testing (UAT) and launch reports must be delivered in editable formats such as Microsoft Word or PDF, with detailed results and recommendations.

9. **Other Requirements**

Minimum profile of the professional team requested: The contracted firm must demonstrate that it has the necessary key and support personnel to fulfil the objectives of the project. Additionally, the team must meet the following criteria:

- Familiarity with the Quito Process, its objectives, and thematic focus to ensure alignment in website design and content.
- Proven experience developing and optimizing websites using Drupal 8/10, including reengineering themes, database optimization, and module cleaning.

- Expertise in designing and implementing visually appealing and modern themes aligned with organizational branding strategies, with a focus on intuitive user experiences.
- Experience in managing and updating institutional website content, including verifying external links and keeping dynamic sections, such as news and events, up to date.
- Ability to conduct User Acceptance Testing (UAT) to ensure functionality, usability, and alignment with project requirements.
- Proven track record of delivering high-quality, functional, and stable websites for institutional or organizational clients.

10. **Supervision and Reporting**

1. The IDB shall supervise the execution of the activities and completion of the deliverables indicated in these terms of reference and approve all payments. The point of contact at the IDB for all matters related to this contract will be Marta Luzes, Migration Unit specialist (martap@iadb.org), and Cynthia Van der Werf (cvanderwerf@iadb.org), Migration Unit Specialist.

11. **Schedule of Payments**

1. 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.
2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.
3. The payments will be processed as follows:

Payment Schedule	
<i>Deliverable</i>	%
<i>Product 1</i>	30%
<i>Product 2</i>	70%
<i>TOTAL</i>	100%