

TERMS OF REFERENCE 1

Assessment of the institutional organization of the CEU - Consultant

Post of duty: Remote

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

About this position:

Established in 1959, the Inter-American Development Bank (“IDB” or “Bank”) is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

Within the Institutions for Development (IFD) Department, the Innovation in Citizen Services Division (IFD/ICS) is structured in four clusters: Public Management, Citizen Security, Data and Digital Government, and Transparency.

The Government of Belize has established a Central Executing Unit (CEU) within the Ministry of Economic Development (MOF) for the coordination and implementation of IDB-funded projects. The CEU in Belize is the unit responsible for the coordination and implementation of new IDB-funded loan projects to provide an efficient and effective way to facilitate the management of the projects, ensuring that all phases are completed on time and within budget. The CEU provides oversight of the financial and operational aspects of the projects, while also ensuring that all relevant regulations and standards are followed while keeping informed the stakeholders on the project's progress.

The main objective of the CEU is to assume the responsibility of executing the Programs with financing from the IDB, that are under the area of the MOF as Executing Agency (EA). This by combining the procedures to simplify the tasks common to all the projects, providing each one with the technical and professional service for each specific area, and thus achieving greater efficiency in the execution, strengthening the government with a tool that provides better comprehensive management.

To accomplish the CEU's objectives, this unit must identify its organizational weaknesses and strengthen its capabilities. Conducting an analysis of the current institutional structure and performance gaps in managing and implementing IDB operations is necessary. This analysis will help identify institutional gaps that can be addressed through the introduction of best practices to optimize the unit's institutional organization. Additionally, it should involve the introduction and ongoing updates of established project management techniques, tools, and evidence-based methodologies to ensure efficient governance and execution of responsibilities within the unit.

Change management tools are instrumental in facilitating the adequate adaptation of institutional changes. There is vast evidence to suggest that change management tools play a crucial role in successfully navigating transitions by providing frameworks, processes, and resources. Therefore, to promote institutional enhancement effectively, whether at the CEU or within other projects requiring institutional adaptations, organizations must be equipped with comprehensive frameworks for navigating the complexities of change. This approach fosters greater flexibility, resilience, and adaptability in response to evolving circumstances.

The main objective of consultancy is to assess the institutional organization of the CEU to identify current deficiencies in project management and best practices study to address the efficiency gaps previously identified

What you'll do:

- Conduct a Comprehensive Institutional Review.
- Benchmark Against Best Practices
- Identify Gaps and Opportunities for Improvement
- Develop an Improvement Plan

Deliverables and Payments timeline:

The deliveries and timeline are as follows:

- Product 1 (50%): Institutional Assessment Report.
- Product 2 (50%): Best Practices Benchmarking Report

<u>Deliverable #</u>	<u>Percentage</u>	<u>Estimated delivery date</u>
Deliverable 1	50%	45 days after the contract signature
Deliverable 2	50%	60 days after the contract signature

What you'll need:

- **Education:** Master's degree or equivalent in related areas (such as economics, political science, administration, among others)
- **Experience:** At least 5 years of experience working on the creation of institutional capacities in the realm of identification systems. The consultant must have significant experience supporting countries in the region or public sector institutions in the design and implementation of these solutions.
- **Languages:** English.

Key skills:

- Ability to work in a team
- Capacity to organize plans and tasks.
- Continuous learning
- Collaborate and share knowledge
- Focus on customers
- Communicate and influence
- Innovate and try new things

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 6 months.
- **Location:** Remote

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:

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

https://twitter.com/the_IDB

TERMS OF REFERENCE 2

Recommendations document development to implement a more efficient organizational structure for the CEU - Consultant

Post of duty: Remote

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The main objective of the CEU is to assume the responsibility of executing the Programs with financing from the IDB, that are under the area of the MOF as Executing Agency (EA). This by combining the procedures to simplify the tasks common to all the projects, providing each one with the technical and professional service for each specific area, and thus achieving greater efficiency in the execution, strengthening the government with a tool that provides better comprehensive management.

To accomplish the CEU's objectives, this unit must identify its organizational weaknesses and strengthen its capabilities. Conducting an analysis of the current institutional structure and performance gaps in managing and implementing IDB operations is necessary. This analysis will help identify institutional gaps that can be addressed through the introduction of best practices to optimize the unit's institutional organization. Additionally, it should involve the introduction and ongoing updates of established project management techniques, tools, and evidence-based methodologies to ensure efficient governance and execution of responsibilities within the unit.

Change management tools are instrumental in facilitating the adequate adaptation of institutional changes. There is vast evidence to suggest that change management tools play a crucial role in successfully navigating transitions by providing frameworks, processes, and resources. Therefore, to promote institutional enhancement effectively, whether at the CEU or within other projects requiring institutional adaptations, organizations must be equipped with

comprehensive frameworks for navigating the complexities of change. This approach fosters greater flexibility, resilience, and adaptability in response to evolving circumstances.

The main objective of consultancy is to develop a detailed set of recommendations to implement a more efficient organizational structure for the CEU.

What you'll do:

- Benchmark Organizational Structure.
- Develop Recommendations for an Improved Structure.
- Design a Transition Plan.
- Implementation of recommendations

Deliverables and Payments timeline:

The deliveries and timeline are as follows:

- Product 1 (50%): Transition Plan and Change Management Strategy.
- Product 2 (50%): Final Presentation to CEU Leadership

<u>Deliverable #</u>	<u>Percentage</u>	<u>Estimated delivery date</u>
Deliverable 1	50%	90 days after the contract signature
Deliverable 2	50%	150 days after the contract signature

What you'll need:

- **Education:** Master's degree or equivalent in related areas (such as economics, political science, administration, among others)
- **Experience:** At least 5 years of experience working on the creation of institutional capacities in the realm of identification systems. The consultant must have significant experience supporting countries in the region or public sector institutions in the design and implementation of these solutions.
- **Languages:** English.

Key skills:

- Ability to work in a team
- Capacity to organize plans and tasks.
- Continuous learning
- Collaborate and share knowledge
- Focus on customers
- Communicate and influence

- Innovate and try new things

Requirements:

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Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
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- **Location:** Remote

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Selection process >>>>>>>>

TERMS OF REFERENCE 3

Consultancy for the dissemination of the materials and results produced for the Institutional Enhancement of the Central Executing Unit for the CEU

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ATN/>>>>>>>>

TC LINK

Generation and strengthening of Identification Systems in the Caribbean.

1. Background and Justification

Established in 1959, the Inter-American Development Bank (“IDB” or “Bank”) is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

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To accomplish the CEU's objectives, this unit must identify its organizational weaknesses and strengthen its capabilities. Conducting an analysis of the current institutional structure and performance gaps in managing and implementing IDB operations is necessary. This analysis will help identify institutional gaps that can be addressed through the introduction of best practices to optimize the unit's institutional organization. Additionally, it should involve the introduction and ongoing updates of established project management techniques, tools, and evidence-based methodologies to ensure efficient governance and execution of responsibilities within the unit.

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with comprehensive frameworks for navigating the complexities of change. This approach fosters greater flexibility, resilience, and adaptability in response to evolving circumstances.

Objectives

We are looking for a firm to establish, structure, and execute dissemination activities and communicational products with materials and results produced as part of the assessment carried out in the CEU, as well as the work plan established to attend to the previously identified gaps.

2. Scope of Services

- Work Plan.
- Design and Production of Communication Products: Develop a variety of communication products that highlight the results of the TC and the strengthened capabilities of the CEU.
- Execution of Dissemination Activities
- Knowledge Transfer and Capacity Building.

3. Expected Outcome and Deliverables

Deliverable 1: Report of dissemination products produced.

4. Project Schedule and Milestones

<u>Deliverable #</u>	<u>Planned Date to Submit</u>
Report	180 days after the contract signature

5. Reporting Requirements

The reporting requirements will be agreed upon with the Bank's technical team.

6. Acceptance Criteria

The acceptance requirements will be agreed upon with the Bank's technical team.

7. Other Requirements

7.1. The firm must have expertise in the implementation of Data Governance projects.

8. Supervision and Reporting

8.1. The consulting firm will be reporting to Arturo Muenta Kunigami AMUENTE@IADB.ORG It will be the Firms responsibility to ensure that all reports are submitted to the Bank.

9. Schedule of Payments

Payment Schedule	
<i>Deliverable</i>	%
<i>Deliverable 1</i>	100%
TOTAL	100%

TERMS OF REFERENCE 4

Development and implementation of a Change Management Guide - Consultant

Post of duty: Remote

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comprehensive frameworks for navigating the complexities of change. This approach fosters greater flexibility, resilience, and adaptability in response to evolving circumstances.

The main objective of the consultancy is to develop and implement a Change Management Guide with tools and methodologies to improve adaptation to digital or institutional changes in the CEU.

What you'll do:

- Analyze Past Digital and Institutional Changes
- Develop a Tailored Change Management Guide.
- Provide Tools and Methodologies for Managing Change.
- Support Initial Implementation of the Guide.

Deliverables and Payments timeline:

The deliveries and timeline are as follows:

- Product 1 (50%): Diagnostic Report on Change Management Needs
- Product 2 (50%): Change Management Guide

<u>Deliverable #</u>	<u>Percentage</u>	<u>Estimated delivery date</u>
Deliverable 1	50%	120 days after the contract signature
Deliverable 2	50%	240 days after the contract signature

What you'll need:

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- **Experience:** At least 5 years of experience working on the creation of institutional capacities in the realm of identification systems. The consultant must have significant experience supporting countries in the region or public sector institutions in the design and implementation of these solutions.
- **Languages:** English.

Key skills:

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- Capacity to organize plans and tasks.
- Continuous learning
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- Focus on customers

- Communicate and influence
- Innovate and try new things

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- **Length of contract:** 6 months.
- **Location:** Remote

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a crucial role in successfully navigating transitions by providing frameworks, processes, and resources. Therefore, to promote institutional enhancement effectively, whether at the CEU or within other projects requiring institutional adaptations, organizations must be equipped with comprehensive frameworks for navigating the complexities of change. This approach fosters greater flexibility, resilience, and adaptability in response to evolving circumstances.

Objectives

We are looking for a firm to establish, structure, and execute dissemination activities and communicational products with the results of the TC for Strengthening of the Central Executing Unit in the Ministry of Finance, Economic Development and Investment

11. Scope of Services

- Work Plan.
- Design and Production of Communication Products: Develop a variety of communication products that highlight the results of the TC and the strengthened capabilities of the CEU.
- Execution of Dissemination Activities
- Knowledge Transfer and Capacity Building.

12. Expected Outcome and Deliverables

Deliverable 1: Report of dissemination products produced.

13. Project Schedule and Milestones

<u>Deliverable #</u>	<u>Planned Date to Submit</u>
Report	180 days after the contract signature

14. Reporting Requirements

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15. Acceptance Criteria

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16. Other Requirements

16.1. *The firm must have expertise in the implementation of Data Governance projects.*

17. Supervision and Reporting

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18. Schedule of Payments

Payment Schedule	
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TOTAL	100%