

Selection process # EC-T1582-P001

## **TERMS OF REFERENCE - Firm**

### **CONSULTANCY FOR DEVELOPING A SYSTEMATIC PROCESS TO REGULARLY UPDATE CONTACT INFORMATION OF THE CLOSING GAPS PROJECT**

ECUADOR

EC-T1582

Sustainability of the IDB financed longitudinal randomized control trial "Closing Gaps"

<https://www.iadb.org/en/project/EC-T1582>

#### **1. Background and Justification**

**1.1.** The Closing Gaps (CG) project, initiated in 2012, has collected extensive data on child development, education, and social outcomes in Ecuador, contributing valuable insights for policy development in Ecuador and the region. Because of the relevance of the project, it is fundamental to maintain accurate contact information of all participants. However, given the high mobility of the participants and the changing socio-economic environment, updating and maintaining the correct contact information has become a significant challenge. This consultancy will address the need to establish a systematic, cost-effective process to regularly update contact details for participants and their families, allowing for consistent follow-up and ensuring the project's continued success.

**1.2.** In longitudinal studies, maintaining consistent contact with participants is critical for ensuring the integrity of data collection and minimizing attrition bias. By the end of this consultancy, we aim to have a proof of concept of a fully operational and automated system for regularly updating contact information, reducing participant attrition and enabling continued data collection.

#### **2. Objectives**

**2.1.** The objective of this consultancy is to develop a detailed methodology of a cost-effective, sustainable and replicable process to regularly update the contact information of participants and their parents/guardians in the "Closing Gaps" (CG) project. This process is essential for ensuring long-term participant retention and minimizing attrition bias, which is critical for the reliability of the longitudinal data.

#### **3. Scope of Services**

**3.1.** The consulting firm will be responsible for designing, detailing and testing a systematic process that ensures the regular updating of contact information for approximately 28,000 participants in the CG project. The firm must consider the following aspects:

**3.1.1.** The current state of participant contacts information and identify potential challenges in maintaining accurate and updated data over time.

**3.1.2.** The need to ensure a high response rate and maintain participant engagement.

3.1.3. The technical feasibility of using different data collection methods such as in-person visits, phone calls, digital surveys, or integration with national administrative records.

3.1.4. The proposal of a comprehensive methodology of the regular updating of participant information, that should include suggested steps and tools for data collection, verification and updating, as well as recommendations on how to maintain participant engagement.

#### **4. Key Activities**

The consultant firm will be expected to carry out the following tasks:

- 4.1. Needs Assessment: Evaluate the current process of contact information management and identify gaps and challenges that hinder long-term participant tracking.
- 4.2. Methodology Design: Propose a comprehensive methodology for updating and managing contact information.
- 4.3. Pilot Testing: Conduct a pilot test of the proposed framework to assess its effectiveness and update the current contact information database.
- 4.4. Capacity Building: Provide training to the project team on the implementation and management of the methodology, including monitoring and follow-up procedures.

#### **5. Expected Outcome and Deliverables**

The following deliverables are expected from this consultancy:

##### **5.1. Product 1 – Initial Work Plan & Design Proposal**

- 5.1.1. A detailed work plan outlining the steps and timeline for developing the systematic process.
- 5.1.2. Proposal of the design for the process, including the suggested steps and strategies for regular updates of participant contact information.

##### **5.2. Product 2 – Pilot Implementation Report**

- 5.2.1. Report on the implementation of the pilot test of the contact update system.
- 5.2.2. Documentation of the challenges and lessons learned from the pilot phase.
- 5.2.3. Recommendations for implementation based on the pilot results.

##### **5.3. Product 3 – Final Database & Report**

- 5.3.1. Up-to-date contact information database for the CG participants.
- 5.3.2. Detailed final report of the replicable methodology including the workflow, maintenance plan, recommendations and analysis of the updating contact information process.

#### **6. Project Schedule and Milestones**

This consultancy will have a duration of 12 months.

Product	Percentage	Amount	Date
Product 1 – Initial Work Plan & Design Proposal	20%	\$ 30,000	1 months after signing the contract
Product 2 – Pilot Implementation Report	30%	\$ 45,000	4 months after signing the contract
Product 3 – Final Database & Report	50%	\$ 75,000	12 months after signing the contract
<b>Total</b>	<b>100%</b>	<b>\$ 150,000</b>	

## 7. Reporting Requirements

7.1. These products can be sent in Word or PDF format and should be written in English. It should provide all items mentioned in these terms of reference in the previous section.

## 8. Acceptance Criteria

8.1. The approval of the products will be determined by the IADB. Yyannu Cruz-Aguayo Senior Economist of the Labor Markets and Social Security Division is the authorized person to accept the work.

## 9. Other Requirements

9.1. Not applicable.

## 10. Supervision and Reporting

10.1. Yyannu Cruz-Aguayo will be supervising the products of this consultancy. She will approve, give feedback and instructions for adjustments and modifications. For this, she will collect the comments and requirements from the project team.

## 11. Schedule of Payments

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

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

<b>Payment Schedule</b>	
<b><i>Deliverable</i></b>	<b>%</b>
1. Product 1 – Initial Work Plan & Design Proposal	20%
2. Product 2 – Pilot Implementation Report	30%
3. Product 3 – Final System & Report	50%
<b>TOTAL</b>	<b>100%</b>

Selection process # EC-T1582-P002

## TERMS OF REFERENCE – Firm

### CONSULTANCY FOR THE COLLECTION OF NEW DATA ON LABOR MARKET PARTICIPATION, EDUCATIONAL ATTAINMENT, CRIME, AND OTHER SOCIOECONOMIC FACTORS FOR CG PARTICIPANTS

ECUADOR

EC-T1582

Sustainability of the IDB financed longitudinal randomized control trial “Closing Gaps”

<https://www.iadb.org/en/project/EC-T1582>

#### 1. **Background and Justification**

**1.1.** The CG project seeks to extend its impact by collecting new data on critical social and economic factors such as labor market participation, crime exposure, education, and migration. These data points are pivotal in shaping public policies that address inequality, crime prevention, and youth development in Ecuador and the broader region. As the country faces significant socio-economic challenges, understanding how young people transition from education to the labor market and how crime exposure affects their outcomes is essential for creating effective policy interventions.

**1.2.** This consultancy will contribute by designing and implementing comprehensive data collection processes, ensuring that the collected data is representative and accurate. The final dataset and accompanying analysis will provide actionable insights into labor market conditions, crime exposure, and the broader social environment for policymakers.

#### 2. **Objectives**

**2.1.** The objective of this consultancy is to design and implement a data collection process to gather new information from participants of the "Closing Gaps" (CG) project. This data will cover critical areas such as labor market participation, educational attainment, exposure/participation in crime, risky behaviors, migration, domestic violence, and teen pregnancy. The goal is to ensure that the information collected is high-quality, comprehensive, and can be integrated with existing longitudinal data and administrative records. Additionally, the consultancy will evaluate the representativeness of the sample used in the survey compared to the full universe of CG participants.

#### 3. **Scope of Services**

**3.1.** The consultant firm will be tasked with developing and executing a data collection strategy to collect detailed information on approximately 14,000 participants that have been part of the project since 2012. This will require:

3.1.1. Identifying the best methods for data collection (in-person, telephone, digital platforms, etc.) depending on the type of data and regional context.

3.1.2. Ensuring the safety and security of the participants and data collectors, especially

in high-risk areas.

- 3.1.3. Working in coordination with national entities to cross-reference data collected with existing administrative records (e.g., labor market records, social security, medical records, crime statistics).
- 3.1.4. Evaluating the sample of participants used in the survey and analyzing its representativeness in relation to the broader universe of CG participants.
- 3.1.5. Designing user-friendly data collection instruments that are adapted to the specific needs of the project, ensuring minimal participant burden and maximizing response rates.

#### **4. Key Activities**

The consultant firm will be expected to carry out the following tasks:

- 4.1. Instrument Design: Design data collection instruments tailored to different topics (labor, education, crime, etc.), ensuring that the instruments are culturally appropriate and methodologically sound.
- 4.2. Pilot Testing: Conduct pilot tests to validate the instruments and assess their effectiveness, ensuring that they accurately capture the required data and can be efficiently administered.
- 4.3. Sample Design and Analysis: Develop a sampling strategy and conduct an analysis of the representativeness of the surveyed sample, comparing demographic, socioeconomic, and educational variables against the full universe of CG participants.
- 4.4. Data Collection Strategy: Develop a strategy that outlines the timing, frequency, and methods for collecting the data, with a focus on balancing quality and cost-efficiency.
- 4.5. Fieldwork Planning: Coordinate the logistics of data collection, including staffing, training of enumerators, and ensuring participant safety.
- 4.6. Cross-Referencing with Administrative Data: Establish a process to integrate the new data with administrative records from national entities such as social security systems, education departments, and law enforcement agencies.
- 4.7. Data Quality Assurance: Implement quality control measures during and after the data collection to ensure the reliability and validity of the information collected.

#### **5. Expected Outcome and Deliverables**

The following deliverables are expected from this consultancy:

- 5.1. Product 1 – Initial Work Plan & Data Collection Strategy
  - 5.1.1. Comprehensive work plan detailing the methodology for data collection, including the survey design and timeline.
  - 5.1.2. Strategy for ensuring sample representativeness and adjusting for any biases or challenges in fieldwork.
- 5.2. Product 2 – Fieldwork Report
  - 5.2.1. Intermediate report on the progress of data collection, including issues encountered in the field and how they were resolved.
  - 5.2.2. Initial findings on sample representativeness and any adjustments made to the sampling frame.

**5.3. Product 3 – Final Dataset & Analysis Report**

- 5.3.1. Clean, organized dataset covering the key variables collected in the survey, ensuring adherence to data quality standards.
- 5.3.2. Final analysis report that includes a thorough review of the sample's representativeness, along with descriptive statistics and a discussion of any limitations.
- 5.3.3. Recommendations for future waves of data collection based on lessons learned.

**6. Project Schedule and Milestones**

This consultancy will have a duration of 16 months.

<b>Product</b>	<b>Percentage</b>	<b>Amount</b>	<b>Date</b>
<b>Product 1</b> – Initial Work Plan & Data Collection Strategy	15%	\$ 13,500	2 months after signing the contract
<b>Product 2</b> – Fieldwork Report	55%	\$ 49,500	10 months after signing the contract
<b>Product 3</b> – Final Dataset & Analysis Report	30%	\$ 27,000	16 months after signing the contract
<b>Total</b>	<b>100%</b>	<b>\$ 90,000</b>	

**7. Reporting Requirements**

7.1. These products can be sent in Word or PDF format and should be written in English. It should provide all items mentioned in these terms of reference in the previous section.

**8. Acceptance Criteria**

8.1. The approval of the products will be determined by the IADB. Yyannu Cruz-Aguayo Senior Economist of the Labor Markets and Social Security Division is the authorized person to accept the work.

**9. Other Requirements**

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**11. Schedule of Payments**

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

<b>Payment Schedule</b>	
<b><i>Deliverable</i></b>	<b>%</b>
1. Product 1 – Initial Work Plan & Data Collection Strategy	15%
2. Product 2 – Fieldwork Report	55%
3. Product 3 – Final Dataset & Report	30%
<b>TOTAL</b>	<b>100%</b>

**CONSULTANT RESEARCH ON LABOR MARKET OUTCOMES AND CRIME EXPOSURE/PARTICIPATION - PEC****Post of duty: Ecuador.**

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

**About this position**

The Labor Markets and Social Security Division is looking for a professional in Economics, Statistics, Public Policy, or related fields. As a research and operational consultant, you will provide support developing, implementing, and documenting rigorous research projects, as well as designing and implementing a robust methodology, selecting appropriate econometric models, and delivering a policy-relevant analysis based on the results.

The Labor Markets and Social Security Division as part of the Social Sector is responsible for promoting more and better jobs in Latin America and the Caribbean. The IDB works to achieve regional goals in poverty reduction, equity of opportunities, and improvement of labor productivity, through the strengthening of employment and training services, improvement in the design and scope of social security, and analysis of labor markets and labor information. To achieve these goals, the IDB is currently focusing on analytical work and projects in the following four main areas: Intermediation, Labor Training, Labor Force Migration, and Social Security.

**What you'll do:**

- Provide technical assistance in the preparation and elaboration of research proposals, research reports, and technical notes that examine the impact of classroom quality on two critical areas: initial labor market outcomes (e.g., first job, initial wage) and crime exposure and participation.
- Assist in the processing and statistical analysis of large datasets related to longitudinal surveys, labor markets, and education, including the application of advanced econometric models.
- Assist in data collection activities (including survey design, training, and management of enumerators).
- Collaborate integrating data on employment and crime from various administrative sources to strengthen the analysis.
- Generate reports with actionable public policy recommendations aimed at improving labor market conditions and reducing crime among youth.
- Provide logistical and coordination support required for our work



**What you'll need**

- **Education:** Bachelor's degree in economics, statistics, or other fields relevant to the responsibilities of the role. Should have completed advanced econometrics and statistics coursework.
- **Experience:** At least 3 years (5 years preferred) of progressive experience in micro econometrics. Proven ability to write documents in English and Spanish.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

**Key skills:**

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

**Requirements:**

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

**Type of contract and duration:**

- **Type of contract:** Product and External Consultant (PEC)
- **Length of contract:** 12 months.
- **Work 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** packages.
- **Leaves and vacations:** 2 days per month of contract + gender- neutral parental leave.
- **Health Insurance:** the IDB Group provides a monthly allowance for the purchase of health insurance.
- **Savings plan:** The IDB Group cares about your future, depending on the length of the contract, you will receive a monthly savings plan allowance.
- We offer assistance with **relocation and visa applications** for you and your family when it applies.
- **Hybrid** and **flexible** work schedules.

- **Development support:** We offer learning opportunities to boost your professional profile such as seminars, 1:1 professional counseling, and much more.
- **Health and wellbeing:** Access to our Health Services Center which provides preventive care and health education for all employees.
- **Other perks:** Lactation Room, Daycare Center, Gym, Bike Racks, Parking, and others.

### **Consultant Part-Time**

- A **competitive compensation** packages.
- 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](mailto:diversity@iadb.org) to request reasonable accommodation to complete this application.

**Our Human Resources Team reviews carefully every application.**

### **About the IDB Group**

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

### **About IDB**

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

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