

## Terms of Reference

### TERMS OF REFERENCE (1)

#### **CONSULTANCY TO DEVELOP A REGIONAL PROPOSAL OF DEVELOPMENT INDICATORS TAILORED TO THE CONTEXT OF AMAZONIAN INDIGENOUS PEOPLES**

**Location:** Remote

#### **We improve lives**

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.

The IDB Amazon Coordination Unit is composed of a multidisciplinary team that leads the Regional Program: Amazonia Forever. This program operates in eight Amazonian countries (Bolivia, Brazil, Colombia, Ecuador, Guyana, Suriname, Peru, and Venezuela) to promote climate action and resilient recovery in the region, in alignment with the IDB Strategy +. The Amazonia Forever Program mobilizes public and private resources to develop and implement sustainable and inclusive development models based on the region's human capital, natural wealth, and cultural heritage. Its cross-cutting themes include human capital, sustainable agriculture, forest management, bioeconomy, sustainable infrastructure and cities, institutional strengthening, forest conservation, and gender and diversity. One of the program's primary objectives is to foster gender equality and promote identity-based development for Indigenous peoples in the Amazon.

#### **About this position**

The objective of this consultancy is to develop a technical proposal for SMART indicators on conservation and development, specifically tailored to the context of Indigenous peoples in the Amazon.

#### **What you'll do**

- Develop a work plan, including the methodology and timeline.
- Conduct an in-depth review of academic literature on indicators related to conservation and development based on the traditional knowledge of Indigenous peoples in the Amazon.
- Develop participatory workshops on Indigenous indicators in 7 Amazonian countries.
- Review the systematization reports from the workshops on Indigenous indicators conducted in the 7 Amazonian countries.
- Identify best practices and gaps in current frameworks of development indicators.
- Align the proposed Indigenous indicators with international standards. This will include identifying connections with global frameworks such as the UN Sustainable Development Goals (SDGs), ILO Convention 169, and the UN Declaration on the Rights of Indigenous Peoples.
- Develop a draft regional proposal of indicators, ensuring that the proposal reflects Indigenous knowledge, priorities, and aspirations.
- Validate the proposal through a regional consultation process with key stakeholders.
- Produce a final document (ready for publication) containing key recommendations and implementation guidelines.
- Share the findings with IDB teams and indigenous organizations.

## Terms of Reference

- Maintain regular communication with the supervisor of this consultancy.

### Deliverables and Payments Timeline

Deliverable #	Percentage	Estimated Delivery Date
Work plan, including methodology and timeline	10%	15 days after contract signing
Detailed workshop agenda, logistical plan, and workshop facilitation	50%	30 days after contract signing
Systematization Report (validated framework of Indigenous indicators)	40%	2 months after contract signing

### What you'll need

- **Education:** PhD in economics, sociology, or environmental sciences.
- **Experience:** At least 10 years of verified experience in similar projects.
- **Languages:** Spanish, English, or Portuguese.
- **Other requirements:** Direct experience working with Indigenous organizations and/or native communities.

### 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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 10 months.
- **Work Location:** Remote

### 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.**

## Terms of Reference

### TERMS OF REFERENCE (2)

#### CONSULTANCY TO DESIGN PROJECTS BASED ON LOCAL TRADITIONAL KNOWLEDGE

**Location:** Bolivia, Brazil, Colombia, Ecuador, Guyana, Peru, Suriname.

#### We improve lives

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#### About this position

The objective of this consultancy is to design indigenous projects (bioeconomy), using local traditional knowledge and participatory workshops as the foundation. These workshops will include capacity-building training for indigenous organizations to help them submit projects to the Amazonia for Life Fund and other donors. This training will cover topics such as project design and proposal writing, financial resource management, procurement, compliance with national environmental regulations, grievance and complaint mechanisms, and monitoring and evaluation of indicators, among others.

#### What You'll Do

##### Part 1: Project Design

- Develop a work plan, including the methodology and timeline.
- Organize participatory workshops to identify indigenous peoples' needs, expectations, and perspectives, integrating them into project proposals.
- Draft a project proposal, including a results matrix, procurement plan, financial plan, timeline, and terms of reference for identified consultancies.
- Validate project proposals with beneficiary indigenous organizations

##### Part 2: Capacity-building training

- Lead and facilitate training workshops, ensuring an interactive and participatory approach that encourages collaboration and learning among Indigenous participants.
- Deliver specific capacity-building sessions on project design, proposal writing, financial management, and monitoring and evaluation of indicators to strengthen the skills of Indigenous

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participants. This activity will include training on climate finance mechanisms, including building capacity for oversight, management, implementation, and execution of climate funding from the international level to the national level.

- Integrate gender equality principles into the workshops by addressing the specific challenges and opportunities for Indigenous women in project design, management, and leadership roles.
- Provide ongoing technical assistance and mentorship to Indigenous organizations, helping them refine and strengthen their project proposals for submission to the Amazonia for Life Fund and other potential donors.
- Provide Indigenous organizations with information on potential donors, partners, and other stakeholders in the region, fostering collaboration and resource mobilization.
- Assess the effectiveness of the workshop (before-after evaluations), including feedback from participants, and prepare a final report with recommendations for future capacity-building initiatives.
- Maintain regular communication with the supervisor of this consultancy.

## Deliverables and Payments Timeline

Deliverable #	Percentage	Estimated Delivery Date
Work plan, including methodology and timeline	20%	15 days after contract signing
5 Drafts of Project Proposal	50%	10 months after contract signing
2 Drafts of Project Proposal	30%	14 months after contract signing

*Adjusted for each workshop in seven countries.*

## What you'll need

- **Education:** Master's degree in economics, sociology, or environmental sciences.
- **Experience:** At least 10 years of verified experience in similar projects.
- **Languages:** Spanish, English, or Portuguese.
- **Other requirements:** Direct experience working with Indigenous organizations and/or native communities.

## Requirements

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- **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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 15 months.
- **Work Location:** Various.

## 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.

## Terms of Reference

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## Terms of Reference

### TERMS OF REFERENCE (3)

#### **CONSULTANCY TO DEVELOP A TRAINING CURRICULUM ON PROJECT DESIGN BASED ON LOCAL TRADITIONAL KNOWLEDGE.**

**Location:** Bolivia, Brazil, Colombia, Ecuador, Guyana, Peru, Suriname.

#### **We improve lives**

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#### **About this position**

The objective of this consultancy is to develop a curriculum for training indigenous leaders and technical professionals in project design and fundraising. The curriculum will include topics such as project design and proposal writing, financial resource management, procurement, compliance with national environmental regulations, grievance and complaint mechanisms, monitoring and evaluation of indicators, among others.

#### **What you'll do**

- Develop a work plan that includes the methodology and timeline.
- Create training modules covering topics such as project design, proposal writing, financial management, procurement, grievance mechanisms, and M&E
- Include additional tools to support the training modules, such as:
  - A proposal writing guide, budgeting workbook, and role-playing procurement simulation with community-based examples for hands-on learning.
  - Indigenous project case studies, customizable templates, and online learning materials accessible via digital platforms.
  - Specific activities like storytelling sessions and sharing wisdom from elders to integrate indigenous perspectives into project management.
  - Opportunities for one-on-one coaching to help participants with fundraising strategies and connect them to funding opportunities and relevant networks

## Terms of Reference

- Maintain regular communication with the supervisor of this consultancy.

### Deliverables and Payments Timeline

Deliverable #	Percentage	Estimated Delivery Date
Work plan, including methodology and timeline	10%	15 days after contract signing
Draft Training Modules	50%	30 days after contract signing
Training Modules (Final).	40%	4 months after contract signing

*Adjusted for each workshop in seven countries.*

### What you'll need

- **Education:** Master's degree in economics, sociology, or environmental sciences.
- **Experience:** At least 10 years of verified experience in similar projects.
- **Languages:** Spanish, English, or Portuguese.
- **Other requirements:** Direct experience working with Indigenous organizations and/or native communities.

### Requirements

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- **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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 4 months.
- **Work Location:** Various.

### 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.

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## Terms of Reference

### TERMS OF REFERENCE (4)

#### **CONSULTANCY TO DEVELOP A TOOLKIT FOR CAPACITY-BUILDING ON PROJECT DESIGN, EXECUTION, AND FUNDRAISING FOR INDIGENOUS ORGANIZATIONS IN THE AMAZON.**

**Location:** Bolivia, Brazil, Colombia, Ecuador, Guyana, Peru, Suriname.

#### **We improve lives**

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.

The IDB Amazon Coordination Unit is composed of a multidisciplinary team that leads the Regional Program: Amazonia Forever. This program operates in eight Amazonian countries (Bolivia, Brazil, Colombia, Ecuador, Guyana, Suriname, Peru, and Venezuela) to promote climate action and resilient recovery in the region, in alignment with the IDB Strategy +. The Amazonia Forever Program mobilizes public and private resources to develop and implement sustainable and inclusive development models based on the region's human capital, natural wealth, and cultural heritage. Its cross-cutting themes include human capital, sustainable agriculture, forest management, bioeconomy, sustainable infrastructure and cities, institutional strengthening, forest conservation, and gender and diversity. One of the program's primary objectives is to foster gender equality and promote identity-based development for Indigenous peoples in the Amazon.

#### **About this position**

The objective of this consultancy is to design and develop a comprehensive *Toolkit for Capacity-Building on Project Design, Execution, and Fundraising for Indigenous Peoples* in the Amazon. The toolkit will focus on empowering Indigenous communities with the skills and knowledge necessary to successfully design, implement, and seek funding for development projects, while preserving and incorporating their traditional knowledge. The toolkit will be disseminated in Spanish, English, and Portuguese, with a robust communication strategy to ensure accessibility and effectiveness across diverse linguistic and cultural groups.

#### **What you'll do**

- Develop a detailed work plan that includes the methodology, timeline, and specific activities for designing the toolkit, ensuring it aligns with the needs of Indigenous communities and focuses on practical skills and tools for successful project implementation and fundraising.
- **Guide for Project Design and Execution.** Develop self-training materials for the toolkit that are culturally relevant, accessible, and easily understood. These materials will cover topics such as project design, proposal writing, financial management, procurement, compliance with environmental regulations, monitoring and evaluation, and grievance mechanisms, with a specific focus on Indigenous contexts. This consultancy will be based on lessons learned from capacity-building workshops, emphasizing what works best with Indigenous audiences.
- **Guide for Fundraising.** Develop specific materials for the toolkit focused on how to seek funding for projects. This will include information on how to approach potential donors,

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craft compelling project proposals, and identify the most relevant funding opportunities for Indigenous organizations.

- Incorporate gender equality considerations into the toolkit, ensuring it addresses the challenges and opportunities for Indigenous women in project design, execution, and leadership roles.
- Translate the toolkit into Spanish, English, and Portuguese, using culturally appropriate language and examples to ensure the toolkit resonates with Indigenous communities.
- Create and implement a clear and effective communication strategy to disseminate the toolkit widely. This will involve outreach to Indigenous organizations, government agencies, and potential donors, ensuring the materials are accessible and distributed broadly to all relevant stakeholders.
- Maintain regular communication with the supervisor of this consultancy.

## Deliverables and Payments Timeline

Deliverable #	Percentage	Estimated Delivery Date
Work plan, including methodology and timeline	10%	15 days after contract signing
Guide for Project Design and Execution & Guide for Fundraising (Draft)	50%	60 days after contract signing
Guide for Project Design and Execution & Guide for Fundraising (Final). Dissemination of the toolkit.	40%	3 months after contract signing

## What you'll need

- **Education:** Master's degree in communication.
- **Experience:** At least 10 years of verified experience in similar projects.
- **Languages:** Spanish, English, or Portuguese.
- **Other requirements:** Direct experience working with Indigenous organizations and/or native communities.

## 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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 2 months.
- **Work Location:** Various.

## Our culture

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## **TERMS OF REFERENCE (5)**

### **CONSULTANCY TO DESIGN AND FACILITATE A REGIONAL INTERCULTURAL DIALOGUE ON INDIGENOUS DEVELOPMENT INDICATORS IN THE AMAZON**

**Location:** TBD.

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#### **About this position**

The objective of this consultancy is to design and facilitate a Virtual Regional Intercultural Dialogue on various topics such as: Indigenous Development Indicators in the Amazon, solutions for financial sustainability of projects, challenges around accessing climate finance, assessment of the progress of current projects implementation and direct exchange of experiences and knowledge between donors (AMZ) and Indigenous organizations to guarantee that projects are mutually aligned. The consultant will use innovative methodologies and design thinking approaches. The exchange of experiences and lessons learned will take place in a diverse environment that brings together Indigenous leaders, donors, development experts, and public officials.

#### **What you'll do**

- Conceptualize and design the Regional Dialogue
  - Develop design thinking and innovation dynamics for each session.
  - Design and create materials for interactive participation, including worksheets, frameworks, signage, and creative breaks.
- Identify and engage key participants
  - Ensure diverse and relevant representation by reaching out to Indigenous leaders, donors, experts/academics and public officials.
- Facilitate participation dynamics
  - Implement interactive dialogue activities, such as icebreakers, experience-sharing sessions, and networking opportunities.
  - Apply design thinking methodologies to foster engagement and learning during the sessions.

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- Real-time documentation. Capture key contributions from participants through conceptual maps, visual reports, or summarized insights.
- Prepare a final report
  - Develop a comprehensive report summarizing key takeaways, agreements, and action plans from the event.
  - Design and administer a post-event satisfaction survey to assess participant feedback.
- Maintain regular communication with the supervisor of this consultancy.

## Deliverables and Payments Timeline

Deliverable	Percentage	Estimated Delivery Date
Conceptualization and event design	10%	15 days after contract signing
Event facilitation (Regional Dialogue)	50%	60 days after contract signing
Final report summarizing the event	40%	3 months after contract signing

## What you'll need

- **Education:** Master's degree in communication.
- **Experience:** At least 10 years of verified experience in similar projects.
- **Languages:** Spanish, English, or Portuguese.
- **Other requirements:** Direct experience working with Indigenous organizations and/or native communities.

## Requirements

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- **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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 4 months.
- **Work Location:** Various.

## Our culture

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## Terms of Reference

### TERMS OF REFERENCE (6)

#### CONSULTANCY TO DEVELOP VIRTUAL MEETINGS TO ASSESS THE PROGRESS OF CURRENT PROJECT IMPLEMENTATION

**Location:** TBD.

#### **We improve lives**

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#### **About this position**

The objective of this consultancy is to organize and facilitate virtual meetings with the IDB, indigenous leaders, and AMZ to assess the progress of current project implementation and promote direct exchanges of experiences and knowledge between donors (AMZ) and indigenous organizations (knowledge exchange platform). The expected outcome is to identify effective solutions to emerging bottlenecks in project execution, as well as develop proposals for the financial sustainability of indigenous projects.

#### **What you'll do**

- Develop a detailed work plan that includes the methodology, timeline, and specific activities for the consultancy.
- Create detailed agendas for virtual meetings, ensuring key topics such as project progress, bottlenecks, and financial sustainability are addressed.
- Identify and engage relevant indigenous leaders, IDB specialists, and AMZ stakeholders to ensure diverse representation in meetings.
- Develop a template for reporting on project progress, including key milestones, challenges, and emerging bottlenecks, for use by participants.
- Prepare a guide for effectively facilitating virtual meetings, including best practices for promoting open dialogue and knowledge exchange.

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- Set up and manage appropriate virtual meeting platforms (e.g., Zoom, MS Teams) with necessary features such as breakout rooms for smaller group discussions.
- Organize sessions during meetings to address specific project challenges, encouraging brainstorming and collective problem-solving.
- Assign a note-taker or use recording tools to document key insights and solutions identified during the virtual meetings.
- Develop a template for drafting proposals focused on the financial sustainability of indigenous projects, including potential funding sources and strategies.
- Propose an action plan with clear next steps, responsibilities, and timelines, ensuring follow-up on identified solutions and proposals.
- Produce a comprehensive report summarizing the meeting outcomes, key decisions, action points, and recommendations for future actions.
- Maintain regular communication with the supervisor of this consultancy.

## Deliverables and Payments Timeline

Deliverable	Percentage	Estimated Delivery Date
Work Plan	10%	15 days after contract signing
Event facilitation (Virtual Meeting)	50%	50 days after contract signing
Final report summarizing: solutions to challenges in the design and execution of Indigenous conservation and development projects; a financial sustainability strategy for Indigenous-led projects; A progress assessment document evaluating ongoing project implementation.	40%	60 days after contract signing

*Adjusted for each event.*

## What you'll need

- **Education:** Master's degree in communication.
- **Experience:** At least 10 years of verified experience in similar projects.
- **Languages:** Spanish, English, or Portuguese.
- **Other requirements:** Direct experience working with Indigenous organizations and/or native communities.

## Requirements

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- **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

## Terms of Reference

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 30 months.
- **Work Location:** Various.

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