

## Engineer/ Architect Consultant for Education Division

### Location: Guyana

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[The Social Sector \(SCL\)](#) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

The IDB Group helps Latin American and Caribbean countries promote skills development and lifelong learning as a strategy to ensure that citizens can contribute productively to society, improve their well-being, and be good citizens. To this end, it works with the countries of the region in [five lines of action](#):

- i. ensure that people have equitable access to relevant, high-quality learning opportunities throughout their lives.
- ii. strengthen quality and relevance assurance mechanisms.
- iii. consolidate and develop better financing and co-financing mechanisms to improve the efficiency, effectiveness, and coverage of skills development opportunities.
- iv. take advantage of the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
- v. actively promote the generation and use of evidence to inform decisions about skills development.

### **About this position**

We are looking for an experienced, hands-on, and action-oriented Engineer/ Architect. As Consultant you will support the Inter-American Development Bank (IDB) and the Ministry of Education (MOE) in Guyana in the following tasks related to the physical infrastructure component (Component 1):

- a) the review and updating of the current MOE non-academic standards used to design primary schools and bring them in alignment with the Education Sector Plan and the Information and Communication Technology (ICT) plan of the MOE and the 7 universal design principles as described in the Loan document / technical annex for infrastructure component.
- b) Conduct site visits to the selected schools for rehabilitation, and
- c) Explore (during site visits) local materials that can be used for construction but also designs that are used in the various regions that can inform future rehabilitation of schools and/or extension of the schools selected.
- d) Review international designs of primary schools and use these to inform updated non-academic standards.
- e) Support MOE in the preparation of Terms of Reference and Bidding documents required for the infrastructure component.

You will work within the Caribbean team in the Education Division, part of the Social Sector department and the MOE Project Implementation Unit and Building Unit responsible for all civil works projects of the MOE. This team is responsible for supporting member Caribbean countries in the design and implementation of education projects and loans.

Objective of the consultant: a) review and update the non-curriculum standards from MOE to reflect the current requirements for primary schools, b) visit the school selected for rehabilitation and explore local

materials that are available for construction and designs that are used in the various regions that can inform current and future infrastructure projects. Consideration should be given to build climate change resilient and sustainable schools; and c) prepare Terms of Reference and bidding documents for the infrastructure component as discussed with MOE/PIU.

<b>Component 1 - Building 21<sup>st</sup> century schools</b>		
<b>Sub-component</b>	<b>Name</b>	<b>Works</b>
<b>1.1</b>	<i>Update MOE's non-academic standards to meet 21<sup>st</sup> century school's requirements and design of prototype for urban and peri-urban schools</i>	<i>Consultancy to update MOE's non-academic standards</i>  <i>Consultancy to develop a prototype applicable to urban and peri-urban schools</i>
<b>1.2</b>	<i>Expand access and quality of Infrastructure</i>	<i>Construction and equipment of 6 new primary schools meeting EDGE standards.</i>
<b>1.3</b>	<i>Rehabilitation, extensions, and outfitting of schools</i>	<i>Rehabilitation, Extensions and outfitting of 19 primary schools. Including equipment.</i>  <i>Provision of essential services (water, energy and connectivity).</i>

**What you'll do:**

**2. Planning, analysis, and research:**

In collaboration with the Ministry of Education and the IDB team, the consultant will develop a work plan for infrastructure milestones (12 months). To begin this process, it is important to group the projects into packages that will facilitate future bidding processes and align with the priorities of the Ministry of Education and the recommendations of the IDB procurement team.

Key tasks in this phase include:

- Creating a work plan with clearly defined goals, objectives, and a detailed schedule.
- Reviewing and analyzing relevant documentation, including project-related documents such as environmental and social management reports, studies, and assessments. Additionally, existing plans and studies available from the Ministry of Education or previous consultants should be examined.
- Reviewing national and international standards for non-academic infrastructure in schools.
- Identifying best practices and innovative approaches for designing and implementing non-academic facilities.

**3. Conducting site visits to existing schools:**

After defining the infrastructure milestones and work plan, the consultant will conduct a comprehensive diagnosis of the prioritized schools. To accomplish this, the following activities should be undertaken:

- Developing a diagnostic tool for assessing existing infrastructure and land suitability for new infrastructure. This tool should be based on indicators defined in the existing

- documents<sup>1</sup>, taking into account international and local standards for 21st-century school infrastructure.
- Specifically, the survey should collect data and measure variables related to accessibility for persons with disabilities, information technology, thermal comfort, lighting, sound, and water and energy consumption efficiency. This should include an architectural survey of existing infrastructure and the collection of electricity and potable water consumption receipts.
  - Visiting the schools identified for rehabilitation and preparing a comprehensive site report for each visited location. Visiting the terrains for the new constructions.
  - Analyzing the data collected during site visits and compiling a comprehensive report.
  - Review data in the school mapping database and compare with field visit reports
  - Identifying areas that require improvement or renovation.
  - Documenting observations and gathering necessary data for further analysis.
  - Surveying and documenting available local materials for construction purposes.
  - Examining design practices in various regions and providing guidance on how these designs can inform the infrastructure component, specifically the construction and rehabilitation of schools covered by the loan.
  - Collaborating with the Ministry of Education infrastructure team to survey existing infrastructure.
  - Overseeing topographical surveys, geotechnical laboratory tests, and assessments of hazards, vulnerabilities, and details of existing buildings and civil infrastructure.
  - Based on the diagnosis results, the consultant will propose a "scope of work" for each project in coordination with the relevant departments of the Ministry of Education and the IDB team.

#### **4. Technical assistance to the infrastructure team and preparation of bidding documentation:**

The consultant will provide technical assistance to the infrastructure team and contribute to the preparation of essential technical documentation for the bidding process.

Key tasks include:

- Validating the scope of works, terrains, and preliminary budget by engaging in discussions and validation sessions with the Ministry of Education, the IDB, and other designated stakeholders.
- Meeting and consulting with relevant representatives and stakeholders, such as the Ministry of Education, Regional Democratic Councils, Regional Authorities, Ministry of Amerindian Affairs, Ministry of Communities, municipalities, village councils, IDB, and other relevant parties. These meetings will serve to gather information and discuss the scope of works. Additionally, a participatory design presentation will be conducted for the communities.
- Participating in a start-up workshop where the Ministry of Education will present the project's standards, scope, and preliminary budget. This is an opportunity to gain a deeper understanding of the Ministry's needs and expectations and to address any relevant aspects or changes not reflected in the existing documents. The design developments should meet the programmatic and technical requirements of the Ministry while enhancing the surrounding context, ensuring accessibility, and improving the well-being of users and employees. All considerations should conform to accepted international norms and best practices for educational institutions.
- Reviewing and recommending project documents and other relevant documents provided by the Ministry of Education.

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<sup>1</sup> [Link](#)

- Participating in meetings among the Ministry of Education, Project Implementation Unit (PIU), and IDB.
- Developing Terms of Reference for the infrastructure team to be established under the project and providing other necessary documents and specifications for the infrastructure component's bidding process. This includes specifications, drawings, and any additional information required for contractors to participate in the bidding process.
- Preparing budgets and technical specifications, as well as assisting in the preparation of terms of reference for the Ministry of Education to further contract the final designs of the constructions or engage in a "design+build" process.
- Creating preliminary designs based on the project defined by the Ministry of Education, incorporating innovation, sustainability, energy and water consumption efficiency, and accessibility measures.
- Ensuring that the preliminary designs comply with local legislation and international best practices necessary for further development.
- Presenting findings, providing supervision, and reporting to the Ministry of Education's PIU and Building Unit.
- Expanding the database of contractors eligible to participate in procurement processes. To achieve this, the consultant will coordinate with the Ministry of Education to organize a workshop where the projects will be presented, and interested contractors will receive guidance on submitting successful bids.

**Deliverables and Payments Timeline:**

<b><u>Deliverable #</u></b>	<b><u>Percentage</u></b>	<b><u>Planned Date to Submit</u></b>
Workplan	20%	1 month after signature of the contract
Report on the first pack of site visits / existing structures survey	20%	3 months after signature of the contract
Report on the remaining pack of site visits, topographic studies	20%	6 months after signature of the contract
TORs and bidding documents required for infrastructure component	20%	9 months after signature of contract
Soils and Structural Study Report	20%	12 months after signature of contract

**What you'll need:**

- **Education:** Master's degree in Architecture or Civil Engineering
- **Experience:** At least 5 years of relevant professional experience, or the equivalent combination of education and experience.
- **Languages:** Proficiency in English.

**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.
- **COVID-19 considerations:** the health and safety of our employees are our number one priority. As a condition of employment, IDB/IDB Invest requires all new hires to be fully vaccinated against COVID-19.

**Type of contract and duration:**

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 12 months
- **Travel:** Yes

#	Origin (City, Country)	Destination (City, Country)	# of Days
2	Local Travel	Across regions	10 days

**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.

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**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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## Education Consultant

### Location: Washington, DC

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- v. take advantage of the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
- vi. actively promote the generation and use of evidence to inform decisions about skills development.

### **About this position**

We are looking for an experienced, hands-on, and action-oriented Education Consultant. As Education/ Consultant you will support the Inter-American Development Bank (IDB) and the Ministry of Education (MOE) in Guyana in the evaluation of the specific needs in terms of digital infrastructure, digital skills training of teachers, and needs of the larger community of schools targeted under loan operation GY-L1079, under Technical Cooperation GY-T1189, Support for Education Sector and its Transformation.

You will work within the Caribbean team in the Education Division, part of the Social Sector department. This team is responsible for supporting member Caribbean countries in the design and implementation of education projects and loans.

Objective of the consultant: provide support for the evaluation of the specific needs in terms of digital infrastructure, digital skills training of teachers, and needs of the larger community of schools targeted under loan operation GY-L1079, Support for Educational Recovery and Transformation.

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

- Design the assessment instrument required to evaluate the specific needs of each school targeted under loan operation GY-L1079 in terms of digital infrastructure, digital skills training of teachers, and needs of the larger community.
- Test the instrument in a select group of schools (mix of urban/ rural schools)
- Organize a workshop with MOE / PIU infrastructure team about the tool and its application (once it has been tested) to inform infrastructure component
- Participate in video conferences and conference calls with the project team.

**Deliverables and Payments Timeline:**

<b><u>Deliverable #</u></b>	<b><u>Percentage</u></b>	<b><u>Planned Date to Submit</u></b>
Workplan	20%	1 month after signature of the contract
First draft assessment tool and report on testing in schools	40%	3 months after signature of the contract
Assessment tool	40%	6 months after signature of the contract

**What you'll need:**

- **Education:** Master's degree in Education, Anthropology, Sociology or related field.
- **Experience:** At least 5 years of relevant professional experience, or the equivalent combination of education and experience.
- **Languages:** Proficiency in English.

**Key skills:**

- Learn continuously
- Collaborate and share knowledge
- Focus on clients
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**Requirements:**

- **Citizenship:** You are a citizen of one of our 48-member countries.
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**Type of contract and duration:**

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 30 days in a period of 6 months
- **Travel:** Yes

<b><u>#</u></b>	<b><u>Origin</u></b> (City, Country)	<b><u>Destination</u></b> (City, Country)	<b><u># of Days</u></b>
1	Insert residency of PEC	Georgetown, Guyana	6 days
2	Internal travel in Guyana	Lethem	6 days
3	Internal travel in Guyana	TBD with MOE	6 days

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### **About this position**

We are looking for an experienced, hands-on, and action-oriented Education Consultant. As Education Consultant you will support the Inter-American Development Bank (IDB) and the Ministry of Education (MOE) in Guyana in the updating of the format and content of the Individual Education Plans (IEPs) envisioned under loan operation GY-L1079, under Technical Cooperation GY-T1189, Support for Education Sector and its Transformation.

You will work within the Caribbean team in the Education Division, part of the Social Sector department. This team is responsible for supporting member Caribbean countries in the design and implementation of education projects and loans.

Objective of the consultant: provide support for the update of the format and content of the Individual Education Plans (IEPs) envisioned under loan operation GY-L1079, Support for Educational Recovery and Transformation.

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

- Update the format and content of the Individual Education Plans (IEPs) envisioned under loan operation GY-L1079 once the MOE acquires the new assessment and diagnostic tools to screen students with disabilities and learning difficulties and to improve record keeping.
- Develop updated IEPs.
- Participate in video conferences and conference calls with the project team.

### **Deliverables and Payments Timeline:**

<b>Deliverable #</b>	<b>Percentage</b>	<b>Planned Date to Submit</b>
Workplan	20%	1 month after signature of the contract
Updated IEPs draft	40%	3 months after signature of the contract
Updated IEPs	40%	6 months after signature of the contract

**What you'll need:**

- **Education:** Master's degree in Education, Anthropology, Sociology or related field.
- **Experience:** At least 5 years of relevant professional experience, or the equivalent combination of education and experience.
- **Languages:** Proficiency in English.

**Key skills:**

- Learn continuously
- Collaborate and share knowledge
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- 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.
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**Type of contract and duration:**

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 30 days in a period of 6 months
- **Travel:** Yes

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## Research Assistant/ Consultant

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- viii. actively promote the generation and use of evidence to inform decisions about skills development.

### **About this position**

We are looking for an experienced, hands-on, and action-oriented Research Assistant/ Consultant. As a Research Assistant/ Consultant you will support the Inter-American Development Bank (IDB) and the Ministry of Education (MOE) in Guyana in the design and setting up of mechanisms and procedures required for the evaluation and monitoring activities outlined in the Monitoring and Evaluation Plan of loan operation GY-L1079, under Technical Cooperation GY-T1189, Support for Education Sector and its Transformation.

You will work within the Caribbean team in the Education Division, part of the Social Sector department. This team is responsible for supporting member Caribbean countries in the design and implementation of education projects and loans.

Objective of the consultant: provide support for the design and setting up of mechanisms and procedures required for the evaluation and monitoring activities of loan operation GY-L1079, Support for Educational Recovery and Transformation.

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

- Design and setting up mechanisms and procedures required for the evaluation and monitoring activities outlined in the Monitoring and Evaluation Plan of loan GY-L1079.
- Analyze project data collected for monitoring and evaluation purposes.
- Coordinate with the METVT and other consultants in the preparation of key documents and reports required by the Bank for monitoring and evaluation phases.
- Prepare periodical reports and/or presentations required by the MOE and the IDB.
- Participate in video conferences and conference calls with the project team.

**Deliverables and Payments Timeline:**

<b><u>Deliverable #</u></b>	<b><u>Percentage</u></b>	<b><u>Planned Date to Submit</u></b>
Workplan	10%	1 month after signature of the contract
First progress report documenting technical support provided for GY-L1079 monitoring and evaluation	20%	6 months after signature of the contract
Second progress report documenting technical support provided for GY-L1079 monitoring and evaluation	20%	12 months after signature of the contract
Third progress report documenting technical support provided for GY-L1079 monitoring and evaluation	20%	18 months after signature of the contract
Final report documenting technical support provided for GY-L1079 monitoring and evaluation	30%	20 months after signature of the contract

**What you'll need:**

- **Education:** Master's degree in Economics, Public Policy, Public Administration, Education, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 5 years of relevant professional experience, or the equivalent combination of education and experience.
- **Languages:** Proficiency in English.

**Key skills:**

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