

ANNEX III.

TERMS OF REFERENCE I

1.1 CONSULTANCY TO CONDUCT A REGIONAL DATA COLLECTION EXERCISE ON PUBLIC PERCEPTIONS AND EXPERIENCES WITH ORGANIZED CRIME IN THE CARIBBEAN

Regional

RG-T4590

One Safe Caribbean against Organized Crime

[Web link to approved document]

1. Background and Justification

- 1.1 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.
- 1.2 In recent decades, countries in Latin America and the Caribbean have faced increasing challenges related to crime and violence. The presence and influence of criminal groups pose a significant threat to the region's development, limiting economic progress, affecting citizen security, and eroding democratic institutions. These groups disproportionately impact vulnerable populations and exacerbate existing inequalities.
- 1.3 The complexity of organized crime and violence, as well as the influence of criminal groups, requires an evidence-based approach to fully understand their dynamics and effects. The region has experienced high levels of crime and violence for years, and the presence of these groups is associated with high economic and social costs. Crime and insecurity have proven to be major obstacles to development, limiting both foreign investment and economic growth.
- 1.4 To address these issues, the Bank considers it crucial to analyze citizens' perceptions and experiences regarding crime, violence, and the presence of criminal groups. This will help to develop effective public policies that allow these challenges to be addressed. In this context, the Americas Barometer, led by Vanderbilt University - Latin American Public Opinion Project (LAPOP), is a fundamental tool for collecting this information through surveys in the region.
- 1.5 This project will contribute to identifying the perception of the presence of criminal groups, as well as the impact of violence in the region, by collecting information in Latin America through a survey.

2. Objectives

- 2.1 This consultancy will fund the preparation and inclusion of survey items in the 2025 wave of Americas Barometer survey in the Latin American region, with a specific focus on public sentiments and experiences with the role of crime, violence, and the influence of organized crime groups.

3. Scope of Services

The consulting firm's services will focus on:

- 3.1 Preparation of the survey plan for 2025.
- 3.2 Review of questions related to crime, violence, and the influence of organized crime groups used in the past.
- 3.3 Preparation of the survey instrument to be implemented during the Americas Barometer 2025 round.
- 3.4 Data collection.

4. Key Activities

The consulting firm shall carry out the following activities:

- 4.1 Preparation of the survey plan for 2025.
- 4.2 Review of questions related to crime, violence, and the presence of organized crime groups that have been used in the past.
- 4.3 Preparation of the survey instrument to be implemented during the Americas Barometer 2025 round.
- 4.4 Collect and provide the data collected.

5. Expected Results and Outputs

The consulting firm must produce the following deliverables:

- 5.1 Document describing the work plan and the activities that will be carried out to collect the survey data.
- 5.2 A document or Excel file summarizing the questions included in previous surveys on crime, violence, and the influence of organized crime groups.
- 5.3 A draft survey instrument to be implemented during the Americas Barometer 2025 round.
- 5.4 First partial delivery of the database with the information collected.
- 5.5 Second partial delivery of the database with the information collected.
- 5.6 Third partial delivery of the database with the information collected.
- 5.7 Final delivery of the database with all the information collected.

6. Project Timeline & Milestones

6.1. The following key milestones should be considered:

- Output 1: Work plan (by January 29, 2025).
- Output 2: Excel file summarizing the questions (by January 29, 2025).

- Output 3: Draft survey instrument (by February 28, 2025).
- Output 4: First partial delivery of the database (by March 31, 2025).
- Output 5: Second partial delivery of the database (by June 30, 2025).
- Output 6: Third partial delivery of the database (by August 31, 2025).
- Output 7: Final delivery of the database (by October 31, 2025).

7. Acceptance Criteria

7.1 The acceptance of products derived from these terms of reference will be based on compliance with clear and defined criteria. The delivered products must meet the following criteria:

- The databases will be delivered anonymized, harmonized and unified with unique individual identifiers for each observation unit (geographical areas, police sections and/or individuals, as appropriate). If applicable, the individual identifiers must allow the merging of the different bases.
- The databases submitted must be accompanied by a metadata document and dictionary of variables. This document must contain the information related to the variables included in the database; name and label of variables (linking them to the corresponding question in the data collection instrument, if applicable); name, labels and scales of the responses; and all the information necessary to effectively understand and analyze the data contained in the variables submitted.
- The final databases should be accompanied by a document with a detailed description of the framework and sample design, including information on weights, representativeness, and methodologies used in data collection and processing.

7.2 The acceptance of each product will be carried out by the IDB's Research Department and the Citizen Security and Justice team. Products will be evaluated on their compliance with the established quality criteria and will only be considered as accepted after formal approval by the designated managers.

8. Consulting Company and Key Team Requirements

8.1 The selected consulting firm must have extensive experience in conducting public opinion studies in Latin America and the Caribbean:

- Extensive experience in the design and implementation of surveys in Latin America, highlighting their regional coverage, and the inclusion of victimization questions.
- It is key that the company is implementing a public opinion survey with broad coverage in 2025, allowing the inclusion of a specific module on this topic.
- Proven ability to manage large-scale research projects, including multidisciplinary teams and development of robust sampling frames.
- Ability to add specific modules and take advantage of the rest of the questions included, maximizing the value of the information obtained.

9. Monitoring and Reporting

9.1 The services will be carried out between January 22, 2025, and October 31, 2025, in accordance with the activities described. The firm will report to the Department of Investigation and the Citizen Security and Justice team. All deliverables should be delivered to Carlos Scartascini (RES/RES), Santiago Perez Vincent (IFD/ICS) and Jason Wilks (IFD/ICS).

10. Payment Schedule

10.1 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 would like to receive the most competitive cost proposal for the services described in this document.

10.2 The IDB's Official Exchange Rate indicated in the SDP will be applied for the necessary conversions of payments in local currency.

Payment Plan	
<i>Deliverables</i>	%
1. Within 30 days of the IDB's submission and approval of the product described in paragraph 5.1	15%
2. Within 30 days of the IDB's submission and approval of the product described in paragraph 5.2	15%
3. Within 30 days of the IDB's submission and approval of the product described in paragraph 5.3	15%
4. Within 30 days of the IDB's submission and approval of the product described in paragraph 5.4	15%
5. Within 30 days of the IDB's submission and approval of the product described in paragraph 5.5	15%
6. Within 30 days of the IDB's submission and approval of the product described in paragraph 5.6	12.5%
7. Within 30 days of the IDB's submission and approval of the product described in paragraph 5.7	12.5%
TOTAL	100%

TERMS OF REFERENCE II

1.2 CONSULTANCY TO CONDUCT A DIAGNOSTIC ASSESSMENT OF MEASUREMENT REGIMES ON CRIMINAL JUSTICE REFORMS IN THE CARIBBEAN

Regional

RG-T4590

One Safe Caribbean against Organized Crime

[Web link to approved document]

1. Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the leading source of financing for economic, social, and institutional development in Latin America and the Caribbean. The Bank provides loans, grants, guarantees, policy advice, and technical assistance to support sustainable development.
- 1.2. In recent decades, the Caribbean has faced escalating challenges from organized crime and violence, which threaten citizen security, erode democratic institutions, and impede economic progress. Criminal groups disproportionately impact vulnerable populations, exacerbate inequality, and impose significant social and economic costs, including reduced foreign investment and weakened public trust in institutions.
- 1.3. The complexity of organized crime necessitates a strategic, evidence-based approach, with criminal justice reform as a cornerstone. The CCJ Academy for Law (CAL) plays a pivotal role in advancing this agenda through initiatives like the Needham's Point Declaration on Criminal Justice Reform. By addressing critical gaps in judicial systems and promoting transparency and efficiency, CAL's reforms directly contribute to reducing the influence of organized crime. The establishment of the Monitoring, Evaluating, and Facilitating Committee (MEFC) underscores CAL's commitment to tracking the implementation of these reforms across the region. This consultancy is vital to operationalize these efforts, fostering accountability and collaboration among stakeholders to create more resilient justice systems and mitigate the pervasive impacts of organized crime.

2. Objectives

- 2.1. The objective of this consultancy is to strengthen the capacity of criminal justice institutions in the region to monitor improvements in criminal justice processes and outcomes at the regional level, with an emphasis on serious and organized crime. This consultancy will entail a gap analysis of investigative, prosecutorial, defence, judicial, and custodial processes and development of recommendations to craft a robust regional monitoring, evaluation, and reporting framework to track judicial process outcomes and inform decision-making on future reforms at a regional level.

3. Scope of Services

3.1. Consultancy category and modality: Individual Consultant

Estimated duration: Four (4) month period

Place(s) of work: Country of the consultant.

- 3.2. The consultant will be required to collaborate with CAL and assess the reporting gaps and redundancies within current national regimes for capturing information on investigative and judicial processes related to serious and organized crime. This diagnostic assessment should yield a clear description of how to improve deploying and managing a robust regional monitoring, evaluation, and reporting framework to track judicial process outcomes ranging from report intake to rehabilitative and reintegrative processes.
- 3.3. Through close cooperation with key stakeholders in the criminal justice sector, the consulting firm must produce a summative report with recommendations on regional monitoring, evaluation, and reporting framework to track judicial process outcomes, that facilitates improved incident- and summative-reporting, case tracking and data sharing with existing and impending criminal justice case management data collection systems. At a minimum, the recommendations must speak to the resources needed, be they finances, personnel or technology, to implement and maintain said framework as well as the appropriate governance structure to ensure sustained, inter-agency coordination.

4. Key Activities

- 4.1. Develop protocols and templates for field research to guide the collection of quantitative and qualitative data to better understand (i) the reporting and investigation of serious and organized crimes; (ii) court administration processes and user requirements for databases with data related to serious and organized crime; (iii) the use of bespoke legislation such as proceeds of crime, whistleblower, and asset recovery laws in the prosecution of cases involving serious and organized crime; and (iv) serious and organized crime case outcomes.
- 4.2. Engage, sensitize and supervise court users and administrative personnel to gather and share information on their administrative data collection processes to ensure standardized reporting on institutional gaps for effective monitoring, evaluation and reporting of judicial process outcomes.
- 4.3. Assess the current administrative and operational arrangements for collecting data on serious and organized crime to determine the main factors contributing to the under-reporting of case processes and outcomes. This initial assessment should specify where deficits exist regarding, but not limited to, the following areas:
- Hardware/software equipment;
 - Data flows and administrative protocols for centralizing the data;
 - Personnel training and competencies;
 - Use of data analysis for strategic and operational decision making;
 - Compatibility of crime reporting forms currently in use; and
 - Information security management.

4.4. Produce recommendations and a costed action plan that justify suitable approaches for maintaining an effective regional monitoring, evaluation, and reporting framework to track judicial process outcomes and inform decision-making on future reforms at a regional level database including the appropriate governance structure (eg location(s) and oversight responsibility); detailed descriptions of business processes to be re-engineered; alignment with existing crime reporting databases within the region; storage requirements; potential software solutions; training needs and security protocols. These recommendations should consider the feasibility and utility of possible capacity upgrades to a database based in CAL such as:

- Exists online with a preference for open-source language in its programming, while complementing the current regime of paper-centric reporting.
- Facilitates data entry by service providers, access to data modules for end users and management of the system by administrators, within an appropriate and secure authorization scheme.
- Uses offense and relationship codes that are compatible with international incident-based crime reporting systems.
- Provides for data analysis based on relevant disaggregations such as geography, age, gender, nationality, ethnicity, religion, marital status, and employment.
- Allows for monthly/annual validation and presentation of data using appropriate tools such as fact sheets, GIS maps or dashboards; and
- Accommodates data sharing and integration with complementary or superordinate databases within the criminal justice sector, whether in existence or pending.

5. Expected Outcome and Deliverables

5.1. The consultant shall prepare and submit the following in Dutch and English:

- Inception Report and Work Plan
- Diagnostic Assessment
- Final report with recommendations and action plan

6. Project Schedule and Milestones

6.1. The consultant will be free to propose their specific working methods and schedules in their submission. However, the consultant should anticipate submission of deliverables according to proposed timelines. The proposed project schedule for submitting deliverables under this consultancy is as follows:

DELIVERABLES		
No.	Description	Timeline
1	<i>Inception Report and Work Plan</i>	<i>Within ten (10) working days of contract signing</i>
2	<i>Diagnostic Assessment</i>	<i>By the end of eight (8) weeks</i>
3	<i>Final report with recommendations and action plan</i>	<i>By the end of sixteen (16) weeks</i>

7. Reporting Requirements

- 7.1. Each deliverable must report the findings and conclusions of the relevant activities as described above.

8. Acceptance Criteria

- 8.1. The deliverables must be submitted to the Bank in an electronic file. As per Bank Records Management Section regulations, zip files will not be accepted as final reports.

9. Other Requirements

- 9.1. The consulting firm must retain local resource personnel, identified by CAL, who are capable of conducting field research and secondary data collection in the development and submission of deliverables.
- 9.2. The consulting firm must have a lead technical specialist who will have the relevant qualifications and experience to include the following: Graduate-level University degrees preferably in Public Administration, Computer Sciences, Criminal Justice, Social Work or Public Health.
- 9.3. The consulting firm must have a lead technical specialist who will have relevant expertise with at least 10 years of demonstrable experience in the development of databases for justice sector, social protection or public health agencies in a developing state context.
- 9.4. The consulting firm is expected to have a good understanding of the diverse civil service structures within the Caribbean including a thorough understanding of issues regarding institutional capacity of citizen security institutions.

10. Supervision and Reporting

- 10.1. The Consulting Firm will work under the direct supervision of Jason Wilks (jwilks@iadb.org), the IDB Senior Public Management Specialist serving as Technical Lead.

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.

Payment Schedule	
<i>Deliverable</i>	%
Inception Report and Work Plan	20%
Diagnostic Assessment	40%
Final report with recommendations and action plan	40%
TOTAL	100%

TERMS OF REFERENCE III

1.3 DESIGN AND IMPLEMENT A DIGITAL DASHBOARD TO MONITOR AND EVALUATE REGIONAL CRIMINAL JUSTICE OUTCOMES RELATED TO SERIOUS AND ORGANIZED CRIME

Regional

RG-T4590

One Safe Caribbean against Organized Crime

[Web link to approved document]

1. Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the leading source of financing for economic, social, and institutional development in Latin America and the Caribbean. The Bank provides loans, grants, guarantees, policy advice, and technical assistance to support sustainable development.
- 1.2. In recent decades, the Caribbean has faced escalating challenges from organized crime and violence, which threaten citizen security, erode democratic institutions, and impede economic progress. Criminal groups disproportionately impact vulnerable populations, exacerbate inequality, and impose significant social and economic costs, including reduced foreign investment and weakened public trust in institutions.
- 1.3. The mission of the Institutions for Development (IFD) Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin American and the Caribbean.
- 1.4. The Innovation in Citizen Services (ICS) Division of the IFD focuses on improving the capacity of Governments to deliver public services. The Division is structured in four clusters: i) Public Management; ii) Data and Digital Government, iii) Transparency and Integrity and (iv) Citizen Security and Justice. This consultancy will provide support to the Citizen Security and Justice cluster, whose work focuses on (i) supporting social violence prevention programs for youth and women (ii) Strengthening police effectiveness and prioritizing citizen service (iii) Promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) Implementing prison management with a focus on the effective rehabilitation of inmates.

2. Objectives

- 2.1. The consultancy aims to design and implement a digital dashboard to monitor and evaluate regional criminal justice outcomes related to serious and organized crime. This tool will provide real-time insights into key performance indicators, enabling stakeholders to assess the effectiveness of criminal justice interventions and strategies across the Caribbean region.

3. Scope of Services

- 3.1. The consultant will design a user-friendly digital dashboard to collect, analyse, and display data on criminal justice outcomes linked to serious and organized crime. The project will involve collaborating with regional law enforcement and criminal justice agencies to identify key metrics, integrate data sources, and ensure the dashboard is relevant to regional needs.

4. Key Activities

- 4.1. Identify key performance indicators (KPIs) and data sources related to criminal justice outcomes for serious and organized crime.
- 4.2. Design and develop the digital dashboard, ensuring it is user-friendly and accessible to regional stakeholders.
- 4.3. Implement and test the dashboard with selected agencies, providing training and support as needed.

5. Expected Outcome and Deliverables

- 5.1. A fully functional digital dashboard to monitor and evaluate criminal justice outcomes related to serious and organized crime.
- 5.2. A user guide and training materials for stakeholders on how to use the dashboard effectively.
- 5.3. A final report summarizing the implementation process, feedback from users, and recommendations for further refinement and scaling.

6. Project Schedule and Milestones

- 6.1. Identification of KPIs, data sources, and dashboard design (5 months)
- 6.2. Development and testing of the digital dashboard, including stakeholder training (4 months)
- 6.3. Final evaluation report and recommendations for dashboard improvements and broader implementation (3 months)

7. Reporting Requirements

- 7.1. Each deliverable must report the findings and conclusions of the relevant activities as described above.

8. Acceptance Criteria

- 8.1. The deliverables must be submitted to the Bank in an electronic file. As per Bank Records Management Section regulations, zip files will not be accepted as final reports.

9. Other Requirements

9.1. N/A

10. Supervision and Reporting

10.1. The Consulting Firm will work under the direct supervision of the IDB Public Management Specialist serving as Technical Lead.

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.

Payment Schedule	
<i>Deliverable</i>	%
Development of digital dashboard	50%
Stakeholder training	30%
Final evaluation report	20%
TOTAL	100%

TERMS OF REFERENCE IV

2.1 Regional Intelligence Architect Consultant

Post of Duty: Trinidad and Tobago

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

We are seeking a consultant to serve as a regional intelligence architect for the Caribbean region. The role involves identifying and mitigating security risks, developing and enforcing security policies and procedures, and ensuring the implementation of security controls across the regional ICT environment. The consultant will work collaboratively to ensure security considerations are integrated throughout the system development lifecycle. They will also play a key role in responding to security incidents and advising on best practices for ongoing protection.

You will work in the Institutions for Development (IFD) Department, in the Innovation in Citizen Services Division (IFD/ICS) who has been called upon to play an important role in the realization of IDB's new regional program, One Caribbean, that promotes sustainable regional integration across four pillars: climate adaptation, disaster-risk management, and resilience; citizen and business security; private-sector engagement; and food security. Under the citizen security pillar, the IDB is working towards the implementation of new and the scaling of successful initiatives to address citizen security in the region.

What you'll do:

- Guide ICT teams in developing and implementing strategic security goals to enhance the regional intelligence architecture's overall security posture.
- Assess the architecture's ICT network and environment for security risks, identifying and implementing appropriate controls to mitigate these risks effectively.
- Design, enforce, and maintain security policies and procedures for ICT-related activities, including application development, system deployment, and usage, ensuring alignment with best practices.
- Lead efforts to integrate security measures into the system development lifecycle, collaborating with software developers, network engineers, and other ICT staff.
- Continuously monitor and evaluate the security landscape, staying updated on threats, vulnerabilities, and trends; perform regular security audits and assessments to identify gaps and ensure compliance with policies and industry standards.
- Develop and maintain a comprehensive security incident response plan; investigate and respond to security breaches and incidents, mitigating impacts in collaboration with relevant teams.

- Serve as a security advisor to the ICT department, working closely with the ICT Manager and other stakeholders to execute the regional intelligence architecture's ICT security strategy.
- Design and deliver security awareness and training programs for ICT staff and other employees; facilitate knowledge transfer sessions to strengthen organizational capacity.
- Collaborate with external security vendors, consultants, and third-party auditors to enhance its security posture and ensure alignment with global best practices.
- Research, evaluate, and recommend security tools, services, and standards; direct the implementation of these solutions to meet the organization's security objectives.
- Mentor team members while fostering adherence to security standards, frameworks, and regulatory requirements throughout the

Deliverables and Payments Timeline:

<u>Deliverable</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Report on security risk assessment and proposed mitigation measures, including a framework for continuous risk monitoring	10%	Within 1 month of contract signing
8 quarterly reports on the implementation and effectiveness of security controls	40%	Beginning from the 3 rd month from contract signing
3 annual security training workshops for ICT staff and key stakeholders	40%	Beginning from the 6 th month from contract signing
Final report summarizing security improvements, lessons learned, and strategic recommendations	10%	By the end of 30 months from contract signing

What you'll need

- **Education:** Ph.D./ Master/ Bachelor's degree (or equivalent advanced degree) in Cybersecurity, Computer Science, Information Technology, Criminal Justice, or related fields pertinent to the responsibilities of the role.
- **Experience:** At least 3 to 7 years of progressive experience in cybercrime analysis, digital forensics, or cybersecurity operations with a deep understanding of ICT security principles, industry standards (e.g., ISO 27001, NIST), and best practices.
- Proven experience in conducting security risk assessments and implementing effective mitigation strategies.
- Strong background in developing, implementing, and enforcing security policies and procedures.

- Experience working across various ICT disciplines to ensure security integration during system design, deployment, and operation.
- Knowledge of current and emerging security threats, including hands-on experience with SIEM tools, firewalls, IDS/IPS, and encryption technologies.
- Ability to lead security training and awareness programs to elevate security practices within the organization.
- **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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 30 months
- **Work Location:** On site.

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:

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

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

https://twitter.com/the_IDB

About IDB Lab

Is the innovation laboratory of the IDB Group. We mobilize financing, knowledge, and connections to drive innovation for inclusion in Latin America and the Caribbean. We believe innovation is a powerful tool that can transform our region, providing today unprecedented opportunities to populations that are vulnerable due to economic, social, or environmental factors. IDB Lab has a commitment to gender quality and diversity as part of its development mandate. The Strategy and Impact unit supports IDB Lab in the development of strategy, connections and knowledge, and impact measurement and reporting.

Follow us:

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<https://www.facebook.com/IDBLab>

https://twitter.com/IDB_Lab

About IDB Invest

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

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TERMS OF REFERENCE V

2.2 Environmental Crime Analyst Consultant

Post of Duty: Trinidad and Tobago

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

We are seeking a consultant to serve as an environmental crime analyst for the Caribbean region. The primary purpose of this position is to monitor and analyze environmental crimes across the Caribbean, with a focus on identifying trends, risks, and emerging issues. This role is pivotal in enabling proactive approaches to investigation and prosecution, ensuring that environmental crimes are addressed before they escalate. The analyst will play a key role in supporting the development of effective strategies for the prevention, detection, and response to environmental offenses, contributing to the region's efforts to safeguard its natural resources and uphold environmental justice.

You will work in the Institutions for Development (IFD) Department, in the Innovation in Citizen Services Division (IFD/ICS) who has been called upon to play an important role in the realization of IDB's new regional program, One Caribbean, that promotes sustainable regional integration across four pillars: climate adaptation, disaster-risk management, and resilience; citizen and business security; private-sector engagement; and food security. Under the citizen security pillar, the IDB is working towards the implementation of new and the scaling of successful initiatives to address citizen security in the region.

What you'll do:

- Monitor and track environmental crime trends across the Caribbean, focusing on illegal activities such as wildlife trafficking, illegal logging, pollution, and marine resource exploitation.
- Conduct data analysis to identify patterns, emerging threats, and high-risk areas, providing actionable intelligence to inform policy and operational decisions.
- Collaborate with regional and national stakeholders, including law enforcement, environmental agencies, and NGOs, to facilitate information sharing and improve coordinated responses to environmental crime.
- Produce regular reports on the status of environmental crime, highlighting key issues, investigative challenges, and recommendations for strengthening enforcement measures.
- Support the development of tools and methodologies for assessing environmental crime risks and improving monitoring and investigative capabilities in the region.
- Provide expertise and recommendations on the prosecution and legal frameworks related to environmental crimes, ensuring alignment with regional and international standards.

- Assist in the preparation and delivery of training programs to build the capacity of law enforcement and judicial personnel in handling environmental crime cases.
- Contribute to the development of regional strategies and action plans aimed at reducing environmental crime, enhancing prevention, and improving response mechanisms.

Deliverables and Payments Timeline:

<u>Deliverable</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Summative report on environmental crime trends and data analysis inclusive of a template for the continues monitoring and tracking of environmental crime trends	10%	Within 1 month of contract signing
8 quarterly reports on the status of environmental crimes	40%	Beginning from the 3 rd month from contract signing
4 bi-annual training workshops	40%	Beginning from the 6 th month from contract signing
Final report making recommendations on further strategic actions to address environmental crimes	10%	By the end of 30 months from contract signing

What you'll need

- **Education:** Ph.D./ Master/ Bachelor's degree (or equivalent advanced degree) in Environmental Science, Environmental Law, Criminal Justice, International Relations, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 5 to 10 years of progressive experience in environmental crime analysis, environmental law enforcement, natural resource management, or related fields.
- Proven track record in analyzing environmental crime trends, conducting investigations, and providing expertise on environmental legislation and policy.
- **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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 30 months
- **Work Location:** On site.

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:

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

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

https://twitter.com/the_IDB

About IDB Lab

Is the innovation laboratory of the IDB Group. We mobilize financing, knowledge, and connections to drive innovation for inclusion in Latin America and the Caribbean. We believe innovation is a powerful tool that can transform our region, providing today unprecedented opportunities to populations that are vulnerable due to economic, social, or environmental factors. IDB Lab has a commitment to gender quality and diversity as part of its development mandate. The Strategy and Impact unit supports IDB Lab in the development of strategy, connections and knowledge, and impact measurement and reporting.

Follow us:

<https://www.linkedin.com/company/idblab/>

<https://www.facebook.com/IDBLab>

https://twitter.com/IDB_Lab

About IDB Invest

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

Follow us:

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TERMS OF REFERENCE VI

2.3 CONSULTANCY TO DEVELOP VETTING POLICIES AND STANDARDS FOR REGIONAL INTELLIGENCE SHARING

Regional

RG-T4590

One Safe Caribbean against Organized Crime

[Web link to approved document]

1. Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the leading source of financing for economic, social, and institutional development in Latin America and the Caribbean. The Bank provides loans, grants, guarantees, policy advice, and technical assistance to support sustainable development.
- 1.2. In recent decades, the Caribbean has faced escalating challenges from organized crime and violence, which threaten citizen security, erode democratic institutions, and impede economic progress. Criminal groups disproportionately impact vulnerable populations, exacerbate inequality, and impose significant social and economic costs, including reduced foreign investment and weakened public trust in institutions.
- 1.3. The mission of the Institutions for Development (IFD) Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin American and the Caribbean.
- 1.4. The Innovation in Citizen Services (ICS) Division of the IFD focuses on improving the capacity of Governments to deliver public services. The Division is structured in four clusters: i) Public Management; ii) Data and Digital Government, iii) Transparency and Integrity and (iv) Citizen Security and Justice. This consultancy will provide support to the Citizen Security and Justice cluster, whose work focuses on (i) supporting social violence prevention programs for youth and women (ii) Strengthening police effectiveness and prioritizing citizen service (iii) Promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) Implementing prison management with a focus on the effective rehabilitation of inmates.

2. Objectives

- 2.1. The consultancy aims to develop vetting policies and standards for regional intelligence sharing to enhance the effectiveness and security of intelligence exchanges within the Caribbean region. The goal is to strengthen the regional intelligence sharing and analysis architecture by ensuring that intelligence is shared securely and that personnel involved in the process are properly vetted to safeguard sensitive information.

3. Scope of Services

- 3.1. This consultancy will work with regional stakeholders, including law enforcement and intelligence agencies, to design comprehensive vetting policies and standards that align with regional and international best practices. The project will involve identifying key security protocols, vetting criteria, and procedures for personnel involved in intelligence sharing, as well as ensuring these standards are integrated into the regional intelligence-sharing framework.
- 3.2. Specifically, the consultancy will:
 - Develop national and regional frameworks for intelligence recruitment, vetting, and human resource capacity building.
 - Standardize intelligence operations and create interoperable guidelines for intelligence collection, analysis, and dissemination.
 - Implement regional standards for intelligence classification, analytical frameworks, and sharing protocols.

4. Key Activities

- 4.1. Identify, evaluate and align regional vetting policies
- 4.2. Define vetting standards and screening criteria for specific job roles and functions including guidance on the vetting, selection and hiring of analysts, liaisons and secondees
- 4.3. Define evaluation criteria and exercises to test applicant skills and capabilities
- 4.4. Draft vetting policies to support periodic security assessments, and for staff moving into new roles
- 4.5. Aggregate and evaluate regional classification schemas, then define a common schema/terminology to support intelligence classification across the region.
- 4.6. Define an index of WEPs or adopt an existing standard.
- 4.7. Aggregate and evaluate regional analytic standards and compare them with national/international standards, then establish common analytic standards to inform intelligence products.
- 4.8. Establish a typology of products/services for analysts and develop standards for drafting and delivering these products/services, including templates, guidelines, and terminology.
- 4.9. Study existing analytic outputs to create a document typology and define necessary standards, templates, and formats, incorporating them into training programs for regional analysts.

5. Expected Outcome and Deliverables

- 5.1. Benchmark Assessment
- 5.2. Vetting Standards and Protocols
- 5.3. Hiring Protocols
- 5.4. Functional Screening Criteria
- 5.5. Associated SOPs for Recruitment

- 5.6. Assessment Exercises
- 5.7. Evaluation Criteria
- 5.8. Security Screening Criteria
- 5.9. Classification Schema
- 5.10. Estimative Probability Standard
- 5.11. Analytic Standards and Assessment of Regional Analytic Standards
- 5.12. Product/Service Typology for Regional Intelligence Actors, Product Standards, Service Standards
- 5.13. Document Typology, Document Standards, Document Templates, Document Guidelines.

6. Project Schedule and Milestones

- 6.1. Identify, evaluate and align regional vetting policies (3 months)
- 6.2. Define vetting standards and screening criteria for specific job roles and functions including guidance on the vetting, selection and hiring of analysts, liaisons and secondees (3 months)
- 6.3. Define evaluation criteria and exercises to test applicant skills and capabilities (3 months)
- 6.4. Draft vetting policies to support periodic security assessments, and for staff moving into new roles (3 months)
- 6.5. Aggregate and evaluate regional classification schemas, then define a common schema/terminology to support intelligence classification across the region (3 months)
- 6.6. Define an index of WEPs or adopt an existing standard (2 months)
- 6.7. Aggregate and evaluate regional analytic standards and compare them with national/international standards, then establish common analytic standards to inform intelligence products (4 months)
- 6.8. Establish a typology of products/services for analysts and develop standards for drafting and delivering these products/services, including templates, guidelines, and terminology (4.5 months)
- 6.9. Study existing analytic outputs to create document typology and define necessary standards, templates, and formats, incorporating them into training programs for regional analysts. (4.5 months)

7. Reporting Requirements

- 7.1. Each deliverable must report the findings and conclusions of the relevant activities as described above.

8. Acceptance Criteria

- 8.1. The deliverables must be submitted to the Bank in an electronic file. As per Bank Records Management Section regulations, zip files will not be accepted as final reports.

9. Other Requirements

9.1. N/A

10. Supervision and Reporting

10.1. The Consulting Firm will work under the direct supervision of the IDB Public Management Specialist serving as Technical Lead.

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.

Payment Schedule	
Deliverable	%
Benchmark Assessment	10%
Vetting Standards and Protocols	20%
Hiring Protocols	5%
Functional Screening Criteria	5%
Associated SOPs for Recruitment	5%
Assessment Exercises	5%
Evaluation Criteria	5%
Security Screening Criteria	5%
Classification Schema	5%
Estimative Probability Standard	5%
Analytic Standards and Assessment of Regional Analytic Standards	10%
Product/Service Typology for Regional Intelligence Actors, Product Standards, Service Standards	10%

Payment Schedule	
Deliverable	%
Document Typology, Document Standards, Document Templates, Document Guidelines.	10%
TOTAL	100%

TERMS OF REFERENCE VII

CONSULTANCY TO DEVELOP TRAINING ON MODEL LEGISLATION, POLICY AND PROCEDURES FOR FINANCIAL INVESTIGATIONS AND ASSET RECOVERY (FIAR)

Regional

RG-T4590

One Safe Caribbean against Organized Crime

[Web link to approved document]

1. Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the leading source of financing for economic, social, and institutional development in Latin America and the Caribbean. The Bank provides loans, grants, guarantees, policy advice, and technical assistance to support sustainable development.
- 1.2. In recent decades, the Caribbean has faced escalating challenges from organized crime and violence, which threaten citizen security, erode democratic institutions, and impede economic progress. Criminal groups disproportionately impact vulnerable populations, exacerbate inequality, and impose significant social and economic costs, including reduced foreign investment and weakened public trust in institutions.
- 1.3. The mission of the Institutions for Development (IFD) Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin American and the Caribbean.
- 1.4. The Innovation in Citizen Services (ICS) Division of the IFD focuses on improving the capacity of Governments to deliver public services. The Division is structured in four clusters: i) Public Management; ii) Data and Digital Government, iii) Transparency and Integrity and (iv) Citizen Security and Justice. This consultancy will provide support to the Citizen Security and Justice cluster, whose work focuses on (i) supporting social violence prevention programs for youth and women (ii) Strengthening police effectiveness and prioritizing citizen service (iii) Promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) Implementing prison management with a focus on the effective rehabilitation of inmates.

2. Objectives

- 2.1. The consultancy aims to deliver training on model legislation, policy, and procedures for Financial Investigations and Asset Recovery (FIAR) to enhance regional capacity in handling financial crimes. The training will equip stakeholders with the knowledge and tools to implement best practices and legal frameworks in asset recovery and financial investigations across the Caribbean.

3. Scope of Services

- 3.1. This consultancy will design and deliver a series of training modules focusing on model legislation, policies, and procedures for FIAR. The project will involve engaging with regional law enforcement, legal professionals, and asset recovery experts to ensure the training is relevant, effective, and applicable to Caribbean contexts.

4. Key Activities

- 4.1. Design training content based on model legislation, policies, and procedures for FIAR.
- 4.2. Conduct consultations with regional stakeholders to tailor the training to local needs and challenges.
- 4.3. Deliver the training through a combination of virtual and in-person sessions across the Caribbean.

5. Expected Outcome and Deliverables

- 5.1. Training materials, including presentations, manuals, and guides on FIAR legislation, policy, and procedures.
- 5.2. A report on the training sessions, including feedback from participants and recommended improvements.
- 5.3. A final evaluation report summarizing the impact of the training and suggesting further capacity-building actions.

6. Project Schedule and Milestones

- 6.1. Development of training content and consultation with regional stakeholders (3 months)
- 6.2. Delivery of training sessions and collection of feedback from participants (6 months)
- 6.3. Final evaluation report and recommendations for future training sessions (3 months)

7. Reporting Requirements

- 7.1. Each deliverable must report the findings and conclusions of the relevant activities as described above.

8. Acceptance Criteria

- 8.1. The deliverables must be submitted to the Bank in an electronic file. As per Bank Records Management Section regulations, zip files will not be accepted as final reports.

9. Other Requirements

- 9.1. N/A

10. Supervision and Reporting

10.1. The Consulting Firm will work under the direct supervision of the IDB Public Management Specialist serving as Technical Lead.

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.

Payment Schedule	
<i>Deliverable</i>	%
Development of the training content	30%
Delivery of training content	50%
Final evaluation report	20%
TOTAL	100%

TERMS OF REFERENCE VIII

3.2 DESIGN AND IMPLEMENT FRAMEWORK FOR JOINT INVESTIGATIVE TEAMS FOR FINANCIAL INVESTIGATIONS AND ASSET RECOVERY (FIAR)

Regional

RG-T4590

One Safe Caribbean against Organized Crime

[Web link to approved document]

1. Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the leading source of financing for economic, social, and institutional development in Latin America and the Caribbean. The Bank provides loans, grants, guarantees, policy advice, and technical assistance to support sustainable development.
- 1.2. In recent decades, the Caribbean has faced escalating challenges from organized crime and violence, which threaten citizen security, erode democratic institutions, and impede economic progress. Criminal groups disproportionately impact vulnerable populations, exacerbate inequality, and impose significant social and economic costs, including reduced foreign investment and weakened public trust in institutions.
- 1.3. The mission of the Institutions for Development (IFD) Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin American and the Caribbean.
- 1.4. The Innovation in Citizen Services (ICS) Division of the IFD focuses on improving the capacity of Governments to deliver public services. The Division is structured in four clusters: i) Public Management; ii) Data and Digital Government, iii) Transparency and Integrity and (iv) Citizen Security and Justice. This consultancy will provide support to the Citizen Security and Justice cluster, whose work focuses on (i) supporting social violence prevention programs for youth and women (ii) Strengthening police effectiveness and prioritizing citizen service (iii) Promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) Implementing prison management with a focus on the effective rehabilitation of inmates.

2. Objectives

- 2.1. The objective of this consultancy is to design and implement a comprehensive framework for Joint Investigative Teams focused on Financial Investigations and Asset Recovery (FIAR). This framework aims to enhance regional collaboration and coordination among law enforcement agencies, enabling more efficient investigations, the recovery of assets, and the disruption of financial crimes within the Caribbean region.

3. Scope of Services

3.1. The consultancy will focus on designing and implementing a framework for Joint Investigative Teams dedicated to Financial Investigations and Asset Recovery (FIAR). The project aims to strengthen regional collaboration and operational efficiency in tackling financial crimes, enhancing the capacity of law enforcement agencies to conduct joint investigations, recover assets, and disrupt criminal financial networks across the Caribbean.

3.2. The consultancy will:

- Design and develop a comprehensive framework for JITs, ensuring alignment with regional legal and procedural standards.
- Collaborate with relevant stakeholders, including law enforcement, prosecutors, and asset recovery experts, to tailor the framework to regional needs.
- Pilot the framework with selected agencies to assess its functionality, impact, and scalability for broader implementation across the region.

4. Key Activities

- 4.1. Design and develop a comprehensive framework for JITs, ensuring alignment with regional legal and procedural standards.
- 4.2. Collaborate with relevant stakeholders, including law enforcement, prosecutors, and asset recovery experts, to tailor the framework to regional needs.
- 4.3. Pilot the framework with selected agencies to assess its functionality, impact, and scalability for broader implementation across the region.

5. Expected Outcome and Deliverables

- 5.1. Design and develop a comprehensive framework for JITs, ensuring alignment with regional legal and procedural standards.
- 5.2. Collaborate with relevant stakeholders, including law enforcement, prosecutors, and asset recovery experts, to tailor the framework to regional needs.
- 5.3. Pilot the framework with selected agencies to assess its functionality, impact, and scalability for broader implementation across the region.

6. Project Schedule and Milestones

- 6.1. Framework design and stakeholder consultations (5 months)
- 6.2. Pilot implementation with selected law enforcement agencies with feedback collection (4 months)
- 6.3. Final evaluation report, adjustments to the framework, and recommendations for wider rollout (3 months)

7. Reporting Requirements

- 7.1. Each deliverable must report the findings and conclusions of the relevant activities as

described above.

8. Acceptance Criteria

- 8.1. The deliverables must be submitted to the Bank in an electronic file. As per Bank Records Management Section regulations, zip files will not be accepted as final reports.

9. Other Requirements

- 9.1. N/A

10. Supervision and Reporting

- 10.1. The Consulting Firm will work under the direct supervision of the IDB Public Management Specialist serving as Technical Lead.

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.

Payment Schedule	
<i>Deliverable</i>	%
Development of the framework	50%
Pilot implementation	30%
Final evaluation report	20%
TOTAL	100%

TERMS OF REFERENCE IX

3.3 Consultant to develop the ARIN-CARIB Online Portal on the RSS Web Platform

Post of Duty: Trinidad and Tobago

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

We are seeking a consultant to design and develop a digital learning platform for the ARIN-CARIB Network, aimed at enhancing the capacity of regional stakeholders within the Caribbean to address security challenges. This platform will serve as a comprehensive online resource, providing training, tools, and resources to strengthen collaboration and improve the effectiveness of the regional security system.

You will work in the Institutions for Development (IFD) Department, in the Innovation in Citizen Services Division (IFD/ICS) who has been called upon to play an important role in the realization of IDB's new regional program, One Caribbean, that promotes sustainable regional integration across four pillars: climate adaptation, disaster-risk management, and resilience; citizen and business security; private-sector engagement; and food security. Under the citizen security pillar, the IDB is working towards the implementation of new and the scaling of successful initiatives to address citizen security in the region.

What you'll do:

- Conduct a needs assessment to understand user requirements and technical specifications.
- Design a user-friendly interface for the digital learning platform, ensuring accessibility across devices.
- Integrate features such as multimedia training modules, user analytics, discussion forums, and resource libraries.
- Collaborate with subject matter experts to create training modules on: Virtual asset investigation and prosecution, legislative drafting for asset forfeiture, proceeds of crime, plea bargaining, and protections for witnesses and whistleblowers.
- Ensure content is regionally relevant and compliant with international best practices.
- Develop supporting materials such as case studies, quizzes, and reference guides.
- Conduct a pilot program with a diverse group of stakeholders, including investigators, prosecutors, and policymakers.
- Facilitate user testing to evaluate the platform's functionality and content relevance.
- Gather feedback to refine the platform and training modules before full-scale deployment.
- Provide training on the platform's use to stakeholders.

- Conduct webinars or workshops to introduce the platform and its features.

Deliverables and Payments Timeline:

Deliverable	Percentage	Planned Date to Submit
Development of the online training portal	50%	Within 4 weeks of contract signing
Development of training content	30%	Within 6 weeks of contract signing
Pilot of the online platform	10%	Within 8 weeks of contract signing
Final report on achievements, performance metrics, impact, feedback and recommendations for further development	10%	By the end of 12 weeks from contract signing

What you'll need

- **Education:** Ph.D./ Master/ Bachelor's degree (or equivalent advanced degree) in Computer Science, Information Technology, Web Development, Instructional Design, or related fields.
- **Experience:** At least 5 to 10 years of progressive experience in environmental crime analysis, environmental law enforcement, natural resource management, or related fields.
- Proven track record in designing and developing digital learning platforms and training modules.
- Proven expertise in web-based instructional design, security-related topics, and capacity-building programs, preferably in the Caribbean or similar regional contexts.
- **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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 3 months
- **Work Location:** On site.

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

About IDB Lab

Is the innovation laboratory of the IDB Group. We mobilize financing, knowledge, and connections to drive innovation for inclusion in Latin America and the Caribbean. We believe innovation is a powerful tool that can transform our region, providing today unprecedented opportunities to populations that are vulnerable due to economic, social, or environmental factors. IDB Lab has a commitment to gender quality and diversity as part of its development mandate. The Strategy and Impact unit supports IDB Lab in the development of strategy, connections and knowledge, and impact measurement and reporting.

Follow us:

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<https://www.facebook.com/IDBLab>

https://twitter.com/IDB_Lab

About IDB Invest

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

Follow us:

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<https://twitter.com/BIDInvest>

TERMS OF REFERENCE X

4.1 CONSULTANCY TO DELIVER PODCAST SERIES ON RESPONSES TO ORGANIZED CRIME IN THE CARIBBEAN

Regional

RG-T4590

One Safe Caribbean against Organized Crime

[Web link to approved document]

1. Background and Justification

- 1.1. The mission of the Institutions for Development (IFD) Sector within the IDB is to strengthen public institutions by improving public management, strengthening justice and citizen security, promoting innovation and strengthening the private sector and value chains, improving connectivity and digital inclusion, and the operations of the financial markets of our member countries in Latin American and the Caribbean.
- 1.2. The Innovation in Citizen Services (ICS) Division of the IFD focuses on improving the capacity of Governments to deliver public services. The Division is structured in four clusters: i) Public Management; ii) Data and Digital Government, iii) Transparency and Integrity and (iv) Citizen Security and Justice. This consultancy will provide support to the Citizen Security and Justice cluster, whose work focuses on (i) supporting social violence prevention programs for youth and women (ii) Strengthening police effectiveness and prioritizing citizen service (iii) Promoting effective and equal access to justice to ensure due process and improve transparency and accountability, and (iv) Implementing prison management with a focus on the effective rehabilitation of inmates.
- 1.3. In 2023, the Caribbean Countries Department (CCB) launched a 5-year program called "One Caribbean". It is the IDB Group's comprehensive regional framework to promote sustainable development in the Caribbean and Small Island Developing States. With citizen security established as one of the four key pillars, under the One Safe Caribbean initiative, the IDB aims to support sustainable development in the Caribbean by promoting safer communities through enhanced crime prevention measures. Notably, a critical driver of violence in the region is the transnational and poly-criminal nature of organized crime, with criminal organizations operating across geographic boundaries, leveraging shared networks, and exploiting local vulnerabilities. To effectively combat these evolving threats, it is crucial to strengthen prosecutorial, investigative, and intelligence-sharing capacities while also engaging civil society in dialogue on citizen security. With podcasts being identified as one of the communication mediums that can help reach the Caribbean audience, this podcast series will raise public awareness, fostering discussions, and engaging stakeholders towards a collective response to organized crime across the region.

2. Objectives

2.1. The objective of this consultancy is to deliver a series of six quarterly podcasts on efforts to combat organized crime for a regional audience in the Caribbean. This consultancy will produce this podcast series to specifically:

- 2.1.1. Educate stakeholders, including law enforcement, policymakers, civil society, and the public, on the pressing issues surrounding organized crime in the Caribbean.
- 2.1.2. Highlight the significance of data generation, intelligence sharing, and prosecutorial capacity in countering transnational organized crime.
- 2.1.3. Offer a platform for highlighting the IDB's efforts within the region in the realm of citizen security.
- 2.1.4. Increase engagement and interaction through visual storytelling, live audiences, and social media promotion of the podcast.

3. Scope of Services

3.1. The selected production company will create six high-quality audio-visual podcast episodes, each approximately 20-25 minutes long, focusing on critical organized crime issues. The episodes will be filmed as video podcasts at relevant locations, combining public townhall-style discussions, engaging live audiences where possible, and incorporating vox pops to capture diverse perspectives and authentic insights into organized crime prevention. The firm is expected to develop the first in the series of podcast episodes by April 2025.

4. Key Activities

4.1. The podcast series will be disseminated over a 14-month period, with each episode airing every 2 months.

4.2. Pre-Production

- Conduct a kick-off meeting to align on project goals, audience, themes, and technical considerations.
- Develop a production schedule, work plan, and preliminary scripts for each episode, incorporating the agreed-upon themes.

4.3. Production and post-production (2 months per Episode)

- Film and record each episode at the selected location, incorporating live audience interaction and vox pops where feasible.
- Edit the recorded footage to produce a high-quality video podcast, integrating music, sound effects, and visuals, as necessary.
- Create promotional materials, including teaser clips and highlight reels, for IDB Group platforms.

5. Expected Outcome and Deliverables

5.1. Six professionally produced audio-visual podcast episodes (20-25 minutes each) aligned with IDB's communications objectives.

5.2. Six teaser clips (15-30 seconds each) suitable for social media to promote each episode.

6. **Project Schedule and milestones**

- 6.1. Month 1: Kick-off meeting, pre-production, and script approval.
- 6.2. Month 2-3: Filming, Editing & post-production for Episode 1
- 6.3. Month 4-5: Filming, Editing & post-production for Episode 2
- 6.4. Month 6-7: Filming, Editing & post-production for Episode 3
- 6.5. Month 8-9: Filming, Editing & post-production for Episode 4
- 6.6. Month 10-11: Filming, Editing & post-production for Episode 5
- 6.7. Month 12-13: Filming, Editing & post-production for Episode 6
- 6.8. Month 14: Final report analysing the podcast's performance, including audience engagement metrics, impact, and recommendations.

7. **Reporting Requirements**

- 7.1. The production company will provide monthly progress reports detailing completed activities, upcoming tasks, and any issues encountered. Reports should include updates on the schedule, guest confirmations, and key production insights.

8. **Acceptance Criteria**

- 8.1. Regional podcast production firm with at least 5 years' experience with Latin American issues, with a focus on humanitarian, social, and development topics. Experience working with development agencies and non-profit organizations. Fluency in English is required. Portfolio must contain podcasts production for international organizations.
- 8.2. Podcast materials shall be delivered via digital transfers such as WeTransfer or similar channels. If necessary, digital copy can be provided.
- 8.3. The podcast episode will be considered successfully completed when:
 - It meets the agreed-upon objectives and quality standards.
 - It is delivered within the specified timeline.
 - It receives final approval from the IDB Group's communication team.
 - All intellectual property rights, including the copyright, related to the deliverables hereby described are assigned to the IDB Group, and these deliverables do not infringe any rights of third parties.

9. **Other Requirements**

- 9.1. N/A

10. **Supervision and Reporting**

- Team Leader or Coordinator: Jason Wilks
- Department/Division: IFD/ICS

11. Payment Schedule

<u>Deliverable</u>	<u>Percentage</u>	<u>Date to be Submitted</u>
Production schedule, work plan and preliminary scripts	20%	1 month after contract signing
Filming, editing and delivery of Episode 1	10%	3 months after contract signing
Filming, editing and delivery of Episode 2	10%	5 months after contract signing
Filming, editing and delivery of Episode 3	10%	7 months after contract signing
Filming, editing and delivery of Episode 4	10%	9 months after contract signing
Filming, editing and delivery of Episode 5	10%	11 months after contract signing
Filming, editing and delivery of Episode 6	10%	13 months after contract signing
Final report analysing the podcast's performance, including audience engagement metrics, impact, and recommendations	20%	By the end of 14 months from contract signing

TERMS OF REFERENCE XI

Administrative Support Consultant

Post of Duty: Trinidad and Tobago

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

We are seeking an administrative support consultant for the execution of the One Safe Caribbean Initiatives. The consultant will provide essential administrative support to ensure the smooth execution of program activities across the Caribbean region. This includes assisting with coordination, scheduling, and communication efforts, as well as preparing reports, documents, and presentations. The consultant will support the planning, monitoring, and implementation of program initiatives, ensuring that all tasks are completed on time and in alignment with the program's goals. Additionally, the consultant will assist with tracking progress, organizing meetings, and liaising with stakeholders to facilitate the effective delivery of the program's objectives.

You will work in the Institutions for Development (IFD) Department, in the Innovation in Citizen Services Division (IFD/ICS) who has been called upon to play an important role in the realization of IDB's new regional program, One Caribbean, that promotes sustainable regional integration across four pillars: climate adaptation, disaster-risk management, and resilience; citizen and business security; private-sector engagement; and food security. Under the citizen security pillar, the IDB is working towards the implementation of new and the scaling of successful initiatives to address citizen security in the region.

What you'll do:

- Provide administrative support in the coordination and implementation of the "One Safe Caribbean" program and its strategic initiatives, ensuring efficient communication and task management.
- Assist in preparing reports, presentations, and documentation, as well as tracking project milestones and timelines to ensure successful execution of program activities.
- Organize and schedule meetings, workshops, and events, while liaising with stakeholders to ensure alignment and timely delivery of program objectives across the Caribbean region.

Deliverables and Payments Timeline:

<u>Deliverables</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
10 quarterly reports detailing coordination, scheduling, and communication efforts for OSC inclusive of tracking milestones and timelines, highlighting achievements and addressing challenges.	50%	Beginning from the 3 rd month from contract signing
Detailed minutes, action plans, and follow-up reports for key stakeholder meetings, workshops, and events.	30%	Within two weeks of each approved event over the 30-month period
Final program completion report summarizing overall achievements, lessons learned, and recommendations.	20%	By the end of 30 months from contract signing

What you'll need

- **Education:** Bachelor's degree (or equivalent advanced degree) in Business Administration, Public Administration, International Development, or a related field relevant to the responsibilities of the role.
- **Experience:** At least 2 years of professional experience in public-sector project management.
- **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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 30 months
- **Work Location:** On site.

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:

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

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

https://twitter.com/the_IDB

About IDB Lab

Is the innovation laboratory of the IDB Group. We mobilize financing, knowledge, and connections to drive innovation for inclusion in Latin America and the Caribbean. We believe innovation is a powerful tool that can transform our region, providing today unprecedented opportunities to

populations that are vulnerable due to economic, social, or environmental factors. IDB Lab has a commitment to gender quality and diversity as part of its development mandate. The Strategy and Impact unit supports IDB Lab in the development of strategy, connections and knowledge, and impact measurement and reporting.

Follow us:

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https://twitter.com/IDB_Lab

About IDB Invest

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

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