



RG-T4493| Positioning Latin America and the Caribbean as a Climate & Nature Ambitious Region at COP29 and COP16

Terms of Reference

Podcast Developer Communications Consultant

Post of Duty: Washington

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:

This position will support the strategic development and implementation the It's Possible Podcast series.

We are looking for a top-notch Podcast Developer Communications Consultant. As Podcast Developer Communications Consultant, you will lead the podcast production, development and implementation of a series of podcast.

You will work for the Climate Change Division (“CSD/CCS”), which is part of the Climate Change and Sustainability Sector (“CSD”). This team is responsible for advising IDB management and developing policies, strategies, operational guidelines, and programs on issues relevant to the sector, as well as related areas. In addition, CSD carries out relevant sector research, analytical work, sector practices and case studies on climate change and sustainability. As a division of CSD, CSD/CCS provides support: (i) in the mainstreaming of climate change in the actions and operations of the IDB group and (ii) in the mainstreaming of climate change in the regional countries of the IDB group through support to the ministries of environment, planning, and economy and finance of the region. Both axes share the objective of strengthening climate policy at the subnational, national, and regional levels.

What you’ll do:

- You’ll produce a podcast series of eight (8) episodes that will focus on specific and strategic topics where the IDB has been working along with the region.

Deliverables and Payments Timeline:

<u>Deliverables</u>	<u>Payments</u>	<u>Planned Date to Submit</u>
Production Plan	33%	August 2024
Podcast Production	33%	September 2024
Final Episodes	33%	March 2025

What you'll need:

- **Education:** Master's degree or equivalent in communications, political science or other fields relevant to the responsibilities of the role.
- **Experience:** At least 8 years of relevant professional experience or the equivalent combination of education and experience in public policy, communications and public affairs.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

Key skills:

- Communicate and influence.
- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- 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:** 5 months
- **Work Location:** Remote

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

- A **competitive compensation** 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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ANNEX A

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 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://twitter.com/the_IDB

TERMS OF REFERENCE

Design and delivery of a journalist workshop to support IDB positioning during COP16, in Colombia

1. Context

The IDB Group has a series of activities and announcements within the framework of the Conference of the Parties (COP) of the Convention on Biological Diversity (CBD), COP16, to be held in Cali from October 21 to November 1, with knowledge products and projects that provide an opportunity to position the IDB as the reference and leader in actions to protect and conserve biodiversity in Latin America and the Caribbean.

The objective is to amplify the communicative actions, announcements, and events of the Bank within the framework of COP16 by leveraging the editorial and distribution resources of the media outlet in Latin America.

2. Scope of Services

- Journalists training on biodiversity investigative media, which include covering cases, and impact stories of success
- Solution journalism and its relationship to investigative reporting, and introduce steps for creating solution stories, their realism, and applicability.
- Mobile journalism which includes training in mobile photography and videography.

3. Key Activities

- In coordination with the CCS Communications, The media company/center will:
- Produce a training manual on biodiversity focused journalism that contains training materials and readings for the three-days course.
- Conduct workshop for approximately 15 journalists.
- Train young journalists on researching, conceptualizing, developing, and broadcasting environmental stories. This includes methods and techniques of storytelling, and how to simplify specialized scientific topics and treat them in the press and social media, in addition to the difference between a television and written environmental stories.
- Training includes the use of video editing machines and training on mobile video editing applications.

4. Payment Schedule

Payment is made in two installments. The first one in mid-November with a 50 percent advance and the second one at the end of the meeting in November, 2024.

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CSD/CCS Five Pager Copy Editing and Proofreading Consultant

Post of Duty: United States

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:

CSD/CCS is looking for an accomplished science editor/writer professional to support the climate change division. As a science editor/writer consultant, you will be responsible for editing, writing, and proofreading a variety of reports and other knowledge products.

You will work for the Climate Change Division (“CSD/CCS”), which is part of the Climate Change and Sustainability Sector (“CSD”). This team is responsible for advising IDB management and developing policies, strategies, operational guidelines, and programs on issues relevant to the sector, as well as related areas. In addition, CSD carries out relevant sector research, analytical work, sector practices and case studies on climate change and sustainability. As a division of CSD, CSD/CCS provides support: (i) in the mainstreaming of climate change in the actions and operations of the IDB group and (ii) in the mainstreaming of climate change in the regional countries of the IDB group through support to the ministries of environment, planning, and economy and finance of the region. Both axes share the objective of strengthening climate policy at the subnational, national, and regional levels.

What you’ll do:

- **Copy Editing and Proofreading Activities:**
 - Review and refine draft written content for clarity, coherence, and consistency.
 - Correct grammatical errors, punctuation, and spelling mistakes.
 - Identify and rectify any overlooked errors or inconsistencies.
 - Ensure adherence to established style and brand guidelines.
 - Enhance readability and flow of text while maintaining the original meaning and intent.
 - Conduct thorough proofreading after design phase to ensure consistency with approved versions of documents.

Deliverables and Payments Timeline:

This consultancy should not exceed 60 days. For each deliverable under this contract, the contractor and supervisor will agree on a number of days of effort required to deliver the product, as well as the need for any travel requirements to ensure the quality of the products. Once the respective assignments are finalized and approved by the supervisor, payments will be made based on the number of days required and upon presentation of an invoice. In the event of any trip required by contract, all travel and per diem expenses will be previously approved by the supervisor and covered by the Bank in accordance with its policies and procedures.

What you'll need:

- **Education:** Master’s degree or equivalent in Technical Communications, Journalism, Environmental Science, Biology or other fields relevant to the responsibilities of the role.



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- **Experience:** At least 10 years of relevant professional experience or the equivalent combination of education and experience in written communications. Design and web-based communication skills are a plus.
- **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.

Type of contract and duration:

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

What we offer

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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

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TERMS OF REFERENCE

Partnership with a media outlet for the media positioning and communications campaign of the Bank during COP16, in Colombia

1. Context

The IDB Group has a series of activities and announcements within the framework of the Conference of the Parties (COP) of the Convention on Biological Diversity (CBD), COP16, to be held in Cali from October 21 to November 1, with knowledge products and projects that provide an opportunity to position the IDB as the reference and leader in actions to protect and conserve biodiversity in Latin America and the Caribbean.

The objective is to amplify the communicative actions, announcements, and events of the Bank within the framework of COP16 by leveraging the editorial and distribution resources of the media outlet in Latin America.

2. Scope of Services

Content Generation

The media outlet will assign reporters and photographers to cover key events of the Bank during the COP, as well as strategic announcements related to operations or knowledge products to generate stories that position the work and impact of the Bank on biodiversity and natural capital, the Amazon, financial innovations, among others.

Communication Advisory



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A team of senior journalists from the media outlet will hold working sessions with the IDB team on key topics to determine approaches and story opportunities that may have a greater impact.

Expert Interviews and Event Coverage

The media outlet will conduct interviews with IDB spokespersons on previously agreed topics. The IDB team will provide relevant complementary information for the stories.

The media outlet will assign a contact person to ensure that all information generated by the IDB receives the attention it deserves regardless of the established distribution agreements, in advance and especially during the COP16 period.

Content Distribution

The media outlet in addition to generating content with newsworthy interest in multimedia format, will distribute it to its clients worldwide in Spanish, English, and Portuguese as determined by the editing desks. Moreover, it will promote the generated content through other channels, such as social networks, newsletters, or others.

3. Key Activities

- Coordination meetings with the IDB team prior to each event or communication milestone.
- Generation of up to 10 press articles on the previously indicated topics.
- Preparation of the media coverage report for the coverage conducted.
- Distribution of press releases/articles published to its entire network of contacts worldwide.
- The media outlet will disseminate the press releases/articles on social networks and newsletters.

4. Budget

The media outlet will carry out the aforementioned coverages.

INCLUDED SERVICES	AMOUNT IN USD
Multimedia Coverage of COP16*	
Media and Social Media Impact Reports**	
Social Media Coverage***	
Translations of some notes into Portuguese and English****	
Travel, Per Diems, and Accommodation Expenses*****	
TOTAL	\$50,000

5. Payment Schedule

Payment is made in two installments. The first one in mid-November with a 50 percent advance and the second one at the end of the meeting in November, 2024.



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Corporate Presence and Logistics – Design and Construction of Pavilions

1. Background and Justification

1.1. The Climate Change and Sustainable Development Sector advises Management on climate change and sustainable development and develops overall Bank policies, strategies, operational guidelines, and programs in these areas.

1.2. The CSD/CCS team is preparing for Sixteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 16) to showcase the IDB's commitment to the Latin American and Caribbean region in its mission to further nature and biodiversity ambition. The objective of this project is to develop corporate presence and logistics in site.

2. Objectives

- 2.1. To design and construct an innovative and sustainable pavilion for COP16 that showcases cutting-edge technologies and creative solutions to address biodiversity loss, making it an outstanding example of nature and biodiversity awareness and stakeholder engagement.
- 2.2. The pavilion should serve as an engagement and educational platform, providing clients, countries, and partners with interactive displays, exhibits, and events that inform and inspire action towards nature and biodiversity action.

3. Scope of Services

- 3.1. Concept Development of the pavilion.
- 3.2. Create the architectural design and layout of the pavilion.
- 3.3. Develop the interior design, including booth layouts, exhibition spaces, meeting rooms, and visitor flow.
- 3.4. Ensure the pavilion is structurally sound and complies with safety regulations, considering local building codes.
- 3.5. Design and install graphics, signage, and branding elements to create a cohesive visual identity for the pavilion.
- 3.6. Plan and install audiovisual equipment, interactive displays, and technology components to enhance visitor experiences.

4. Key Activities

- 4.1. Send the Pavilion Concept Development.
- 4.2. Develop the architectural design and layout of the pavilion.
- 4.3. Develop the interior design, exhibition spaces, meeting rooms, and visitor flow.
- 4.4. Design graphics, signage, and branding elements.
- 4.5. Plan and install audiovisual equipment, interactive displays, and technology components.
- 4.6. Dismantle Pavilion when the COP16 is over.

5. Expected Outcome and Deliverables

- 5.1. *This service is expected to help the IDB position as the Strategic partner of choice in Latin America and the Caribbean at Sixteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 16).*

6. Project Schedule and Milestones

- 6.1. Send the Pavilion Concept Development by August 10th.
- 6.2. Develop the architectural design and layout of the pavilion by Sept 1st.
- 6.3. Develop the interior design, exhibition spaces, meeting rooms, and visitor flow by October 1st.
- 6.4. Design graphics, signage, and branding elements by October 15th.
- 6.5. Plan and install audiovisual equipment, interactive displays, and technology components by October 1st.
- 6.6. Dismantle Pavilion when the COP16 is over by November 3rd.

7. Reporting Requirements

- 7.1. *Not Applicable.*

8. Acceptance Criteria

- 8.1. *Upon delivery of the Pavilion concept development proposal the IDB will review and express its acceptance.*
- 8.2. *Upon delivery of the architectural and interior design, layout of the pavilion, the IDB will review and express its acceptance and send first payment.*
- 8.3. *Upon delivery of the interior design, the IDB will review and express its acceptance and send the final payment.*
- 8.4. *Upon dismantle, the IDB will review.*

9. Supervision and Reporting

- 9.1. *Firm will report to Roberto Mario Esmeral Berrio, Sector Senior Specialist.*

10. Schedule of Payments

- 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 wishes to receive the most competitive cost proposal for the services described herein.
- 10.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.



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Payment Schedule	
<i>Deliverable</i>	%
1. <i>Pavilion concept development proposal</i>	50%
2. <i>Delivery of the interior design</i>	50%
TOTAL	100%



Video Producer and Audiovisual Consultant

Post of Duty: Washington, D.C., USA.

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 looking for a professional with experience in video producer for the division's dissemination of products and services following the climate change division's mission and objectives. The consultant will be responsible for the audiovisual edition of a series of videos about the 28th United Nations Climate Change Conference.

You will work for the Climate Change Division (“CSD/CCS”), which is part of the Climate Change and Sustainability Sector (“CSD”). This team is responsible for advising IDB management and developing policies, strategies, operational guidelines, and programs on issues relevant to the sector, as well as related areas. In addition, CSD carries out relevant sector research, analytical work, sector practices and case studies on climate change and sustainability. As a division of CSD, CSD/CCS provides support: (i) in the mainstreaming of climate change in the actions and operations of the IDB group and (ii) in the mainstreaming of climate change in the regional countries of the IDB group through support to the ministries of environment, planning, and economy and finance of the region. Both axes share the objective of strengthening climate policy at the subnational, national, and regional levels.

What you'll do:

- The objective of this consultancy is to support the video production and audiovisual edition of 7-10 videos, including but limited to, the following activities:
- Support video transmission via RTMP, using Restream and Zoom.
- Support 90-second videos development using Canva.

Deliverables and Payments Timeline:

<u>Deliverables</u>	<u>Payments</u>	<u>Planned Date to Submit</u>
<ul style="list-style-type: none">• Support video transmission via RTMP, using Restream and Zoom.	50%	December 12 th , 2024
<ul style="list-style-type: none">• Support 7-10 90-second videos development using Canva.	50%	February 28 th , 2025

What you'll need:

- **Education:** Master's degree, graduate program or advanced studies in audiovisual production.
- **Experience:** Minimum of 10 years of relevant professional experience in audiovisual production, canva, basic knowledge of video transmission via RTMP. Preferably with knowledge of Restream and Zoom.



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- **Languages:** Proficiency in English and one of the other Bank official languages (Spanish, French or Portuguese) is required.

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:** Remote

What we offer:

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

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Our culture

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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



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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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CSD/CCS Graphic Design and Audiovisual Consultant

Post of Duty: Washington DC

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About this position:

CSD/CCS is looking for a top-notch graphic design and audiovisual professional to support the climate change division. As a graphic designer and audiovisual consultant, you will be responsible for supporting the development of high-level design and audiovisual products.

You will work for the Climate Change Division (“CSD/CCS”), which is part of the Climate Change and Sustainability Sector (“CSD”). This team is responsible for advising IDB management and developing policies, strategies, operational guidelines, and programs on issues relevant to the sector, as well as related areas. In addition, CSD carries out relevant sector research, analytical work, sector practices and case studies on climate change and sustainability. As a division of CSD, CSD/CCS provides support: (i) in the mainstreaming of climate change in the actions and operations of the IDB group and (ii) in the mainstreaming of climate change in the regional countries of the IDB group through support to the ministries of environment, planning, and economy and finance of the region. Both axes share the objective of strengthening climate policy at the subnational, national, and regional levels.

What you’ll do:

- **Communications Products:** craft and deliver illustrations, infographics, brochures, banners, and visually compelling PowerPoint or Canva presentations for diverse communication platforms, including social media, email campaigns, and web channels such as blogs and websites.
- **Editorial Products:** Develop professional designs for both print and digital institutional collateral, including reports, technical notes, executive summaries, and other editorial materials to ensure a cohesive visual representation.
- **Audiovisual Products:** Produce dynamic videos, animations, and Canva video content tailored for social media platforms and other digital collateral, captivating audiences with compelling visuals.
- **Branding Products:** Establish a distinctive visual identity for events and associated products, ensuring consistency and brand recognition across all materials.

Deliverables and Payments Timeline:

This consultancy should not exceed 60 days. For each deliverable under this contract, the contractor and supervisor will agree on a number of days of effort required to deliver the product, as well as the need for any travel requirements to ensure the quality of the products. Once the

respective assignments are finalized and approved by the supervisor, payments will be made based on the number of days required and upon presentation of an invoice. In the event of any trip required by contract, all travel and per diem expenses will be previously approved by the supervisor and covered by the Bank in accordance with its policies and procedures.

What you'll need:

- **Education:** Master's degree or equivalent in graphic design, web design, illustration or content creation or other fields relevant to the responsibilities of the role.
- **Experience:** At least 10 years of relevant professional experience or the equivalent combination of education and experience in visual communication, design communication, and web-based communication.
- **Languages:** Proficiency in English and Spanish

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 (Retainer).
- **Length of contract:** 30 days in a period 9 months
- **Work Location:** Remote

What we offer

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