

## TERMS OF REFERENCE

### (INDIVIDUAL CONSULTANT

### DEVELOPMENT OF A SERIES OF POLICY BRIEFS ON URBAN RESILIENCE IN AMAZONIAN CITIES

#### REGIONAL

RG-T4993

Building Capacity for Resilience in Amazon Cities: Raising Local Well-Being

## 1. Background and Justification

**1.1.** The Amazon region is experiencing rapid urbanization while facing significant environmental, social, and institutional challenges. Amazonian cities are increasingly exposed to floods, droughts, heatwaves, water insecurity, infrastructure deficits, and governance constraints that affect their ability to plan and implement resilient urban development strategies. At the same time, applied knowledge on urban resilience remains fragmented, limiting the capacity of decision-makers to design evidence-based policies and investments. Under the Technical Cooperation RG-T4993 “Building Capacity for Resilience in Amazon Cities: Raising Local Well-Being”, the Inter-American Development Bank (IDB) seeks to strengthen urban resilience in the Amazon region by improving the capacity of governments to generate and use evidence for decision-making, plan and finance resilient urban investments, and coordinate actions across levels of government and countries. Component I – Collective Intelligence: Amazon Cities aims to generate, systematize, and disseminate strategic knowledge that supports evidence-based urban resilience interventions and contributes to the implementation of the Amazon Urban Agenda.

**1.2.** Despite increasing attention to climate resilience and sustainable urban development, decision-makers across Amazonian cities often lack concise, actionable, and policy-oriented knowledge products that translate technical evidence into practical recommendations. The development of a series of Policy Briefs will support the dissemination of key findings, lessons learned, and policy recommendations emerging from the Amazon Cities Forum, MINURVI Amazon Working Group, Amazonia Forever Program, and other knowledge-generation initiatives supported by the IDB. These products will help strengthen public policy dialogue, inform urban resilience planning, and facilitate the adoption of evidence-based interventions across Amazonian cities. Success will be measured by the production of high-quality policy briefs that synthesize complex information into accessible recommendations for policymakers, practitioners, and development partners.

## 2. Objectives

**2.1.** *To develop a series of policy briefs that synthesize strategic knowledge and provide actionable*

*recommendations to strengthen urban resilience, sustainable urban development, and evidence-based decision-making in Amazonian cities.*

- 2.2.** *Identify and synthesize key findings from studies, technical reports, events, and knowledge products developed under the TC.*
- 2.3.** *Translate technical and scientific evidence into concise policy-oriented documents.*
- 2.4.** *Support the dissemination of strategic messages related to urban resilience, climate adaptation, urban governance, and sustainable investments in Amazonian cities.*
- 2.5.** *Strengthen knowledge-sharing among regional, national, and local stakeholders*

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

- 3.1.** The consultant will provide technical services for the preparation of a series of policy briefs on urban resilience and sustainable urban development in the Amazon region. The assignment includes:
  - Review of existing knowledge products, technical studies, publications, event reports, and analytical documents.
  - Identification of priority topics and policy messages.
  - Development of policy brief outlines and content.
  - Preparation of visual and narrative elements suitable for decision-makers.
  - Incorporation of comments from the IDB team and relevant stakeholders.
  - Final editing and formatting of all products.

### **4. Key Activities**

- 4.1.** The consultant will undertake the following activities: (i) Review background documents, studies, publications, and technical materials produced under RG-T4993 and related operations (ii) Propose a thematic structure and editorial plan for the policy brief series; (iii) Conduct desk research and synthesize relevant evidence and lessons learned; (iv) Participate in coordination meetings with the IDB team; (v) Prepare draft policy briefs, including:
  - Executive summary
  - Context and challenge
  - Key findings
  - Policy implications
  - Recommendations
  - References

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

- 5.1.** *The consultancy is expected to result in a series of high-quality policy briefs that communicate strategic knowledge and policy recommendations related to urban resilience in Amazonian cities.*

## **5.2. Deliverables:**

- *Deliverable 1: Inception Report, including work plan, methodology, editorial approach, and proposed topics for the policy brief series.*
- *Deliverable 2: Draft versions of the policy briefs.*
- *Deliverable 3: Final policy briefs incorporating comments from the IDB team.*
- *Deliverable 4: Final package including editable files, references, graphic materials, and publication-ready versions.*

**5.3.** *Bank policy GN-2765-4 does not allow the procurement of goods and related services except when such goods and related services are necessary to achieve the objectives of the Bank-executed Operational Work and are included in the consulting services contract and represent less than ten percent (10%) of the consulting services contract value.) If it is determined that acquisition of goods is necessary by the consulting firm, please add a very detailed technical specification of the minimum requirement of said goods.*

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

**6.1.** *The consultant shall submit all deliverables electronically in English, in editable formats acceptable to the Bank (e.g., Microsoft Word, PowerPoint, and Excel, as applicable). The consultant will provide periodic updates on the progress of the assignment and participate in coordination meetings as requested by the IDB team. Draft and final versions of all policy briefs shall be submitted according to the agreed work plan and timeline.*

## **7. Reporting Requirements**

**7.1.** *All deliverables will be reviewed by the Housing and Urban Development Division (CSD/HUD) of the Inter-American Development Bank. Deliverables will be considered acceptable when they meet the technical requirements outlined in these Terms of Reference, adequately incorporate comments provided by the Bank, and demonstrate analytical rigor, clarity of communication, and suitability for dissemination to policymakers and stakeholders. Formal acceptance of each deliverable will be provided by the designated Team Leader or Project Supervisor.*

## **8. Acceptance Criteria**

**8.1.** *All deliverables will be reviewed by the Housing and Urban Development Division (CSD/HUD) of the Inter-American Development Bank. Deliverables will be considered acceptable when they meet the technical requirements outlined in these Terms of Reference, adequately incorporate comments provided by the Bank, and demonstrate analytical rigor, clarity of communication, and suitability for dissemination to policymakers and stakeholders. Formal acceptance of each deliverable will be provided by the designated Task Team Leader or Project Supervisor.*

## 9. Other Requirements

- 9.1.** *The consultant shall maintain confidentiality regarding any non-public information accessed during the execution of the assignment. All materials, analyses, and products developed under this consultancy shall become the property of the Inter-American Development Bank. The consultant is expected to use their own equipment and software necessary to carry out the activities described in these Terms of Reference and to ensure timely communication and coordination with the Bank's team throughout the duration of the assignment.*
- 9.2.** Citizenship: You are a citizen of one of our 48 member countries.
- 9.3.** Family Relationship Restrictions: You do not have any family members (up to the fourth degree of consanguinity or second degree of affinity, including your spouse) working at the IDB, IDB Invest, or IDB Lab.
- 9.4.** No special security requirements, IT access restrictions, or system downtime/maintenance are anticipated for this assignment. The consultant will be expected to comply with the Bank's applicable information security, confidentiality, and data protection policies when accessing or handling any project-related information.

## 10. Supervision and Reporting

- 10.1.** The consultant will work under the supervision of the Housing and Urban Development Division (CSD/HUD) and will report directly to the Task Team Leader designated by the Bank. The IDB team will provide strategic guidance, technical comments, and feedback on all deliverables. Regular coordination meetings will be held throughout the assignment to review progress, discuss findings, and ensure alignment with the objectives of the Technical Cooperation. The consultant will be responsible for incorporating comments and recommendations provided by the Bank into the final products.

## 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                              | %   |
| 1. Deliverable 1 – Inception Report      | 20% |
| 2. Deliverable 2 – Draft Policy Briefs   | 30% |
| 3. Deliverable 3 – Revised Policy Briefs | 30% |

|                                              |             |
|----------------------------------------------|-------------|
| 4. Deliverable 4 – Final Publication Package | 20%         |
| <b>TOTAL</b>                                 | <b>100%</b> |

**TERMS OF REFERENCE****INDIVIDUAL CONSULTANT****DESIGN AND IMPLEMENTATION OF THE COMMUNICATION STRATEGY FOR THE AMAZON URBAN AGENDA**

REGIONAL

RG-T4993

Building Capacity for Resilience in Amazon Cities: Raising Local Well-Being

[Web link to approved document]

**1. Background and Justification**

- 1.1.** The Amazon region faces increasing urban, environmental, and climate-related challenges that require stronger institutional capacities, improved access to knowledge, and enhanced coordination among stakeholders at local, national, and regional levels. Under the Technical Cooperation RG-T4993, the Inter-American Development Bank (IDB) seeks to strengthen urban resilience in Amazonian cities by supporting knowledge generation, capacity building, and multilevel governance mechanisms. Component I – Collective Intelligence: Amazon Cities includes the development of communication and dissemination activities aimed at increasing the visibility of the Amazon Urban Agenda, promoting evidence-based decision-making, and facilitating the exchange of knowledge among governments, development partners, academia, and civil society. As the Amazon Cities Forum continues to expand its membership and influence, there is a growing need for a strategic communication approach capable of translating technical knowledge into accessible content and amplifying the visibility of the Forum’s activities and results.
- 1.2.** This consultancy is required to design and implement a communication strategy that supports the dissemination of knowledge products, strengthens stakeholder engagement, promotes regional advocacy efforts, and positions the Amazon Urban Agenda within regional and international development discussions. The strategy will contribute to increasing awareness, fostering collaboration, and enhancing the impact of the knowledge and capacity-building activities financed under Technical Cooperation.

**2. Objectives**

- 2.1.** *The objective of this consultancy is to design and implement a communication strategy that supports the dissemination of knowledge, strengthens stakeholder engagement, and increases the visibility of the Amazon Urban Agenda and related initiatives supported under Technical Cooperation RG-T4993.*

- 2.2. The consultancy will support the communication and outreach efforts of the Amazon Cities Forum, the MINURVI Amazon Working Group, and other strategic initiatives aimed at promoting sustainable and resilient urban development in the Amazon region.*

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

- 3.1.** The consultant will provide technical support for the design, implementation, monitoring, and continuous improvement of a communication strategy for the Amazon Urban Agenda. The services include the identification of target audiences, communication objectives, key messages, dissemination channels, communication products, and outreach opportunities.
- 3.2.** The consultant will also support the preparation of communication materials and coordinate dissemination activities related to knowledge products, events, policy dialogues, technical meetings, and regional advocacy initiatives developed under the Technical Cooperation.

### **4. Key Activities**

- 4.1.** The consultant will review existing communication materials, knowledge products, and strategic documents related to the Amazon Cities Forum, Amazonia Forever, MINURVI, and other relevant initiatives.
- 4.2.** The consultant will identify key audiences and stakeholders and develop a communication strategy that includes objectives, key messages, communication channels, dissemination mechanisms, content calendar, and performance indicators.
- 4.3.** The consultant will prepare communication materials such as briefs, newsletters, presentations, social media content, website content, event communication packages, and promotional materials as required.
- 4.4.** The consultant will support the communication and visibility of strategic events, technical meetings, workshops, regional forums, and international advocacy activities.
- 4.5.** The consultant will monitor communication performance and prepare recommendations to improve outreach, engagement, and dissemination effectiveness throughout the implementation period.

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

- 5.1.** *The consultancy is expected to strengthen the visibility and positioning of the Amazon Urban Agenda while improving the dissemination of knowledge products and activities supported by Technical Cooperation.*
- 5.2.** *The expected outputs include a comprehensive communication strategy, communication plans for key events and initiatives, communication materials and content packages, periodic monitoring reports, and a final report summarizing results, lessons learned, and recommendations.*
- 5.3.** *Bank policy GN-2765-4 does not allow the procurement of goods and related services except when such goods and related services are necessary to achieve the objectives of the Bank-executed Operational Work and are included in the consulting services contract and represent less than ten percent (10%) of the consulting services contract value.) If it is determined that acquisition of*

*goods is necessary by the consulting firm, please add a very detailed technical specification of the minimum requirement of said goods.*

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

- 6.1. The assignment is expected to be implemented over a period of approximately twelve months from contract signature.*
- 6.2. The communication strategy shall be completed during the initial phase of the consultancy, followed by implementation, monitoring, and periodic updates throughout the duration of the assignment. Deliverables and milestones will be agreed upon with the Bank at the beginning of the consultancy and adjusted as necessary to respond to project needs and opportunities.*

## **7. Reporting Requirements**

- 7.1. The consultant shall submit all deliverables electronically in English, in editable formats acceptable to the Bank. Communication products shall be submitted in formats suitable for publication and dissemination across multiple platforms. The consultant will provide periodic progress updates and participate in coordination meetings as requested by the IDB team.*

## **8. Acceptance Criteria**

- 8.1.** Deliverables will be reviewed by the Housing and Urban Development Division (CSD/HUD) of the Inter-American Development Bank. Acceptance will be based on the quality, relevance, consistency, and effectiveness of the communication products and strategy, as well as their alignment with the objectives of the Technical Cooperation. Deliverables must incorporate comments received from the Bank and demonstrate readiness for implementation and dissemination.

## **9. Other Requirements**

- 9.1. The consultant shall maintain confidentiality regarding all non-public information accessed during the assignment. All communication materials, strategies, reports, and related products developed under this consultancy shall become the property of the Inter-American Development Bank. The consultant is expected to use their own equipment and software necessary to perform the activities described in these Terms of Reference.*
- 9.2.** Citizenship: You are a citizen of one of our 48 member countries.
- 9.3.** Family Relationship Restrictions: You do not have any family members (up to the fourth degree of consanguinity or second degree of affinity, including your spouse) working at the IDB, IDB Invest, or IDB Lab.

- 9.4.** No special security requirements, IT access restrictions, or system downtime/maintenance are anticipated for this assignment. The consultant will be expected to comply with the Bank's applicable information security, confidentiality, and data protection policies when accessing or handling any project-related information.

## **10. Supervision and Reporting**

- 10.1.** The consultant will work under the supervision of the Housing and Urban Development Division (CSD/HUD) and will report directly to the Task Team Leader designated by the Bank. The IDB team will provide technical guidance, review deliverables, and approve all final products. Regular coordination meetings will be held throughout the consultancy to review progress, discuss priorities, and ensure alignment with the objectives of the Technical Cooperation.

## **11. Schedule of Payments**

- 11.1.** Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 11.2.** The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

| <b>Payment Schedule</b>                                                                                                                                                                  |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Deliverable</b>                                                                                                                                                                       | <b>%</b>    |
| 1. Deliverable                                                                                                                                                                           | Percentage  |
| 2. Deliverable 1. Communication Strategy, including stakeholder mapping, communication objectives, key messages, dissemination channels, implementation plan, and performance indicators | 25%         |
| 3. Deliverable 2. Communication toolkit and content package, including templates, communication materials, social media guidelines, and dissemination products                           | 25%         |
| 4. Deliverable 3. Mid-term implementation and monitoring report, including analytics, outreach results, lessons learned, and recommendations                                             | 25%         |
| <b>TOTAL</b>                                                                                                                                                                             | <b>100%</b> |

**TERMS OF REFERENCE****INDIVIDUAL CONSULTANT****DEVELOPMENT AND ORGANIZATION OF REGIONAL CAPACITY-BUILDING AND TRAINING INITIATIVES FOR SUBNATIONAL GOVERNMENTS**

REGIONAL

RG-T4993

Building Capacity for Resilience in Amazon Cities: Raising Local Well-Being

[Web link to approved document]

**1. Background and Justification**

- 1.1.** Amazonian cities face significant challenges in planning, financing, and implementing resilient urban interventions. Limited technical capacities, weak institutional frameworks, fragmented governance arrangements, and insufficient access to practical knowledge constrain the ability of subnational governments to respond effectively to climate-related risks and sustainable development challenges. At the same time, local governments play a central role in the provision of urban services, infrastructure development, territorial planning, and disaster risk management.
- 1.2.** Under Technical Cooperation RG-T4993, the Inter-American Development Bank (IDB) seeks to strengthen urban resilience in the Amazon region by improving the capacity of governments to generate and use evidence, plan and finance resilient urban investments, and coordinate actions across levels of government. Component II – Local Action: Amazon Cities Forum focuses on strengthening the institutional capacities of subnational governments through training, peer learning, dialogue spaces, and knowledge exchange activities.
- 1.3.** To support these objectives, the Bank requires specialized technical assistance to design, organize, and implement regional capacity-building initiatives that provide practical knowledge, tools, and learning opportunities for local and subnational governments across the Amazon region.
- 1.4.** The consultancy will contribute to strengthening technical capacities, promoting peer-to-peer learning, and supporting the adoption of resilient urban planning and investment practices among member cities of the Amazon Cities Forum and other relevant stakeholders.

**2. Objectives**

- 2.1.** *The objective of this consultancy is to design, organize, and support the implementation of regional capacity-building and training initiatives aimed at strengthening the institutional and technical capacities of subnational governments in the Amazon region.*

- 2.2. The consultancy will contribute to improving knowledge, skills, and practical tools related to urban resilience, sustainable urban planning, climate adaptation, risk management, governance, and resilient urban investments, while promoting peer learning and regional cooperation among participating cities.*

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

- 3.1.** The consultant will provide technical and operational support for the design, coordination, implementation, and evaluation of training and capacity-building initiatives under Component II of the Technical Cooperation.
- 3.2.** The assignment includes the identification of training needs, development of learning programs and training materials, organization of virtual and in-person capacity-building activities, facilitation of knowledge exchanges among participating cities, and systematization of lessons learned and recommendations. The consultant will work closely with the IDB team, the Amazon Cities Forum, partner institutions, and participating local governments to ensure that all activities respond to identified capacity gaps and regional priorities.

### **4. Key Activities**

- 4.1.** The consultant will conduct a review of existing diagnostics, knowledge products, and institutional capacity assessments relevant to Amazonian cities and subnational governments.
- 4.2.** The consultant will identify priority training themes and prepare a regional capacity-building plan aligned with the objectives of the Technical Cooperation and the needs of participating cities.
- 4.3.** The consultant will design training curricula, agendas, methodologies, learning materials, presentations, toolkits, and supporting resources for capacity-building activities.
- 4.4.** The consultant will coordinate and support the implementation of webinars, workshops, peer-learning sessions, technical exchanges, and other learning events involving local and subnational governments.
- 4.5.** The consultant will facilitate knowledge-sharing among participants, document lessons learned, and prepare recommendations for future capacity-building activities and technical assistance initiatives.
- 4.6.** The consultant will support the monitoring and evaluation of training activities, including participant feedback, learning outcomes, and overall effectiveness.

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

- 5.1. The consultancy is expected to strengthen the capacities of local and subnational governments to plan, manage, and finance resilient urban interventions in the Amazon region. Through the implementation of training and knowledge-sharing activities, participating governments are expected to improve their understanding of urban resilience challenges and acquire practical tools to strengthen decision-making and investment planning.*

- 5.2. Expected outputs include a regional capacity-building strategy, training plans, learning materials, reports documenting implemented activities, participant feedback analyses, and a final report summarizing achievements, lessons learned, and recommendations for future initiatives.*
- 5.3. Bank policy GN-2765-4 does not allow the procurement of goods and related services except when such goods and related services are necessary to achieve the objectives of the Bank-executed Operational Work and are included in the consulting services contract and represent less than ten percent (10%) of the consulting services contract value.) If it is determined that acquisition of goods is necessary by the consulting firm, please add a very detailed technical specification of the minimum requirement of said goods.*

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

- 6.1. The consultancy is expected to be implemented over a period of approximately twelve months from contract signature.*
- 6.2. The initial phase of the assignment will focus on identifying capacity-building needs and developing the training strategy and work plan. Subsequent phases will involve the design and implementation of learning activities, followed by monitoring, evaluation, and the preparation of final recommendations. Specific milestones and timelines will be agreed upon with the Bank at the beginning of the assignment.*

## **7. Reporting Requirements**

- 7.1. The consultant shall submit all deliverables electronically in English, in editable formats acceptable to the Bank. Training materials, presentations, reports, agendas, participant lists, and supporting documentation shall be provided as part of the deliverables. The consultant will provide periodic progress updates and participate in coordination meetings with the IDB team throughout the assignment.*

## **8. Acceptance Criteria**

- 8.1. All deliverables will be reviewed by the Housing and Urban Development Division (CSD/HUD) of the Inter-American Development Bank. Deliverables will be considered acceptable when they meet the technical requirements established in these Terms of Reference, adequately address the objectives of the Technical Cooperation, and incorporate comments provided by the Bank. Particular attention will be given to the quality, relevance, and practical applicability of training materials and learning activities.*

## **9. Other Requirements**

- 9.1. The consultant shall maintain confidentiality regarding all non-public information accessed during the assignment. All communication materials, strategies, reports, and related products*

*developed under this consultancy shall become the property of the Inter-American Development Bank. The consultant is expected to use their own equipment and software necessary to perform the activities described in these Terms of Reference.*

- 9.2.** Citizenship: You are a citizen of one of our 48 member countries.
- 9.3.** Family Relationship Restrictions: You do not have any family members (up to the fourth degree of consanguinity or second degree of affinity, including your spouse) working at the IDB, IDB Invest, or IDB Lab.
- 9.4.** No special security requirements, IT access restrictions, or system downtime/maintenance are anticipated for this assignment. The consultant will be expected to comply with the Bank's applicable information security, confidentiality, and data protection policies when accessing or handling any project-related information.

## **10. Supervision and Reporting**

- 10.1.** The consultant will work under the supervision of the Housing and Urban Development Division (CSD/HUD) and will report directly to the Task Team Leader designated by the Bank. The IDB team will provide technical guidance, review deliverables, and approve all final products. Regular coordination meetings will be held throughout the consultancy to review progress, discuss priorities, and ensure alignment with the objectives of the Technical Cooperation.

## **11. Schedule of Payments**

- 11.1.** Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 11.2.** The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

| <b>Payment Schedule</b>                                                                                                                 |          |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Deliverable</b>                                                                                                                      | <b>%</b> |
| 1. Deliverable 1. Capacity-building needs assessment and regional training strategy, including work plan and proposed learning agenda   | 20%      |
| 2. Deliverable 2. Training curricula, learning materials, toolkits, and implementation plan for capacity-building activities            | 30%      |
| 3. Deliverable 3. Report on implemented training activities, including participant engagement, lessons learned, and preliminary results | 30%      |

|                                                                                                                                 |      |
|---------------------------------------------------------------------------------------------------------------------------------|------|
| 4. Deliverable 4. Final report documenting all capacity-building activities, outcomes, recommendations, and proposed next steps | 20%  |
| <b>TOTAL</b>                                                                                                                    | 100% |

**TERMS OF REFERENCE****CONSULTING FIRM****DESIGN AND DELIVERY OF A SHOWCASE OF PILOT INITIATIVES ON SUSTAINABLE AND RESILIENT URBAN DEVELOPMENT IN THE AMAZON REGION**

REGIONAL

RG-T4993

Building Capacity for Resilience in Amazon Cities: Raising Local Well-Being

**1. Background and Justification**

- 1.1.** Amazonian cities are increasingly facing complex challenges associated with climate change, environmental degradation, rapid urbanization, infrastructure deficits, and limited institutional capacities. At the same time, local governments, development institutions, research centers, and international organizations have implemented a growing number of pilot initiatives and innovative solutions aimed at strengthening urban resilience and promoting sustainable urban development across the region.
- 1.2.** Despite the existence of valuable experiences, opportunities for systematic knowledge exchange among Amazonian cities remain limited. Successful practices are often not sufficiently documented, disseminated, or adapted for replication in other contexts, reducing opportunities for scaling innovation and strengthening regional cooperation.
- 1.3.** Under Technical Cooperation RG-T4993, the Inter-American Development Bank (IDB) seeks to strengthen urban resilience in the Amazon region by enhancing institutional capacities, promoting knowledge generation, and fostering multilevel governance. Component II – Local Action: Amazon Cities Forum includes activities aimed at facilitating peer-to-peer learning, promoting practical knowledge exchange, and strengthening collaboration among Amazonian cities.
- 1.4.** To support these objectives, the Bank requires the services of a consulting firm to identify, document, organize, and present pilot initiatives related to sustainable and resilient urban development in the Amazon region. The initiative will create opportunities for cities to exchange experiences, showcase innovative solutions, establish partnerships, and strengthen regional networks focused on urban resilience.

**2. Objectives**

- 2.1.** *The objective of this consultancy is to design, organize, and implement a regional knowledge-sharing initiative that showcases pilot projects, innovative practices, and successful experiences related to sustainable and resilient urban development in Amazonian cities.*

- 2.2. The consultancy will promote peer learning, strengthen collaboration among local governments and stakeholders, facilitate the exchange of practical solutions, and contribute to the development of stronger networks and partnerships across the Amazon region.*

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

- 3.1.** The consulting firm will be responsible for identifying relevant pilot initiatives and best practices across Amazonian cities and organizing a knowledge-sharing platform or event that facilitates the dissemination of experiences and lessons learned.
- 3.2.** The assignment includes the design of the methodology for selecting initiatives, preparation of technical and communication materials, engagement with participating cities and stakeholders, organization and facilitation of knowledge exchange activities, documentation of results, and preparation of recommendations to support future collaboration and replication efforts.
- 3.3.** The consulting firm will work closely with the IDB team, the Amazon Cities Forum, participating cities, partner organizations, and other relevant stakeholders throughout the implementation of the assignment

### **4. Key Activities**

- 4.1.** The consulting firm will identify and analyze pilot initiatives, projects, and innovative experiences related to urban resilience, climate adaptation, sustainable infrastructure, urban services, governance, environmental management, and sustainable urban development implemented in Amazonian cities.
- 4.2.** The firm will develop selection criteria and prepare a portfolio of initiatives to be showcased through the knowledge-sharing process.
- 4.3.** The firm will design and organize regional knowledge exchange activities, which may include workshops, technical dialogues, peer-learning sessions, case study presentations, roundtables, virtual events, or other formats agreed with the Bank.
- 4.4.** The firm will coordinate participation of city representatives, technical experts, development partners, and relevant stakeholders to foster collaboration and dialogue.
- 4.5.** The firm will prepare communication and knowledge products to support dissemination of lessons learned and facilitate replication of successful experiences.
- 4.6.** The firm will document discussions, recommendations, and opportunities for collaboration emerging from the activities and prepare a final report summarizing key findings and outcomes.

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

- 5.1. The consultancy is expected to strengthen knowledge exchange and collaboration among Amazonian cities by increasing awareness of innovative urban resilience practices and facilitating opportunities for peer learning and partnership development.*
- 5.2. Expected outputs include a methodology for identifying and selecting pilot initiatives, a portfolio*

*of documented case studies, the implementation of regional knowledge-sharing activities, dissemination materials, and a final report summarizing lessons learned, recommendations, and opportunities for future collaboration.*

- 5.3.** *No acquisition of goods is anticipated under this consultancy. Any logistical or operational services required for the implementation of events shall be included as part of the consulting services and remain within the limits established by Bank procurement policies.*

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

- 6.1.** *The consultancy is expected to be implemented over a period of approximately twelve months from contract signature.*
- 6.2.** *The initial phase will focus on the identification and selection of pilot initiatives and participating stakeholders. Subsequent phases will include the preparation of knowledge products, organization of exchange activities, implementation of events, and documentation of results. A detailed work plan and schedule will be agreed upon with the Bank at the start of the assignment.*

## **7. Reporting Requirements**

- 7.1.** *The consulting firm shall submit all deliverables electronically in English and in editable formats acceptable to the Bank. Reports shall include supporting documentation, participant information, presentation materials, agendas, summaries of discussions, and evidence of activities carried out. Periodic progress updates shall be provided throughout the implementation period, and the firm shall participate in coordination meetings as requested by the Bank.*

## **8. Acceptance Criteria**

- 8.1.** All deliverables will be reviewed by the Housing and Urban Development Division (CSD/HUD) of the Inter-American Development Bank. Deliverables will be considered acceptable when they demonstrate technical quality, relevance to the objectives of the Technical Cooperation, effective stakeholder engagement, and successful implementation of the agreed activities. The firm shall address all comments and recommendations provided by the Bank prior to final acceptance of each deliverable.

## **9. Other Requirements**

- 9.1.** The consulting firm shall maintain confidentiality regarding all non-public information obtained during the assignment. All reports, databases, communication materials, presentations, methodologies, and other products generated under this consultancy shall become the property of the Inter-American Development Bank. The firm shall provide all personnel, software, equipment, and resources necessary to carry out the assignment.

- 9.2.** No special security requirements, IT access restrictions, or system downtime/maintenance are anticipated for this assignment. The consultant will be expected to comply with the Bank's applicable information security, confidentiality, and data protection policies when accessing or handling any project-related information.

## **10. Supervision and Reporting**

- 10.1.** The consulting firm will work under the supervision of the Housing and Urban Development Division (CSD/HUD) and will report directly to the Task Team Leader designated by the Bank. The IDB team will provide strategic guidance, technical feedback, and approval of deliverables. Regular coordination meetings will be held throughout the assignment to review progress, discuss implementation issues, and ensure alignment with the objectives of the Technical Cooperation.

## **11. Schedule of Payments**

- 11.1.** Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 11.2.** The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

| <b>Payment Schedule</b>                                                                                                                                                |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Deliverable</b>                                                                                                                                                     | <b>%</b>    |
| 1. Deliverable 1. Methodology and work plan for identification, selection, and documentation of pilot initiatives and participating stakeholders                       | 20%         |
| 2. Deliverable 2. Portfolio of pilot initiatives and case studies, including technical summaries and dissemination materials                                           | 25%         |
| 3. Deliverable 3. Organization and implementation of regional knowledge exchange activities, including documentation of participation and results                      | 35%         |
| 4. Deliverable 4. Final report summarizing activities implemented, lessons learned, recommendations, and opportunities for future collaboration among Amazonian cities | 20%         |
| <b>TOTAL</b>                                                                                                                                                           | <b>100%</b> |

**TERMS OF REFERENCE****Individual Consultant (AM-650)****Technical Notes on National Policies and Institutional Frameworks, Including Recommendations and Guiding Principles for Sustainable Urban Development in the Amazon Region**

REGIONAL

RG-T4993

Building Capacity for Resilience in Amazon Cities: Raising Local Well-Being

[Web link to approved document]

**1. Background and Justification**

- 1.1.** The Amazon region is undergoing a profound urban transformation while facing increasing environmental, social, and economic pressures. Despite sharing common challenges related to climate change, infrastructure deficits, environmental degradation, and governance constraints, Amazonian countries have developed diverse policy frameworks, institutional arrangements, and planning instruments to address urban development and resilience. However, there remains limited comparative analysis and systematized knowledge regarding these frameworks and their implications for sustainable urban development across the region.
- 1.2.** Under Technical Cooperation RG-T4993, the Inter-American Development Bank (IDB) seeks to strengthen urban resilience by improving institutional capacities, promoting evidence-based decision-making, and reinforcing multilevel governance and regional cooperation. Component III – MINURVI Amazon Working Group focuses on strengthening cross-country coordination and supporting the development of a shared vision for resilient urban development across Pan-Amazonia.
- 1.3.** To support this objective, the Bank requires specialized technical assistance to analyze national urban development policies and institutional frameworks across Amazonian countries and to develop technical notes that identify opportunities, challenges, common trends, and guiding principles that can support the formulation of a regional agenda for sustainable urban development in the Amazon.
- 1.4.** The consultancy will contribute to generating actionable knowledge that supports policymakers, strengthens regional dialogue, and informs the development of strategic frameworks and policy recommendations for Amazonian cities.

**2. Objectives**

- 2.1.** *The objective of this consultancy is to prepare a series of technical notes analyzing national policies, governance arrangements, institutional frameworks, and planning instruments relevant to sustainable urban development in the Amazon region.*
- 2.2.** *The consultancy will identify common challenges, opportunities, policy innovations, and institutional practices while proposing recommendations and guiding principles that can support the development of resilient, inclusive, and sustainable urban policies across Amazonian countries.*

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

- 3.1.** The consultant will conduct analytical research on national urban development policies, institutional frameworks, planning systems, governance arrangements, and relevant sectoral policies affecting urban development within Amazonian countries.
- 3.2.** The assignment includes reviewing legislation, policy documents, institutional structures, planning instruments, strategies, and existing studies; conducting comparative analysis; identifying good practices and policy gaps; and preparing technical notes and recommendations to support policy dialogue and regional cooperation processes. The consultant will coordinate with the IDB team, the MINURVI Amazon Working Group, national counterparts, and other relevant stakeholders as required to ensure relevance and accuracy of the analysis.

### **4. Key Activities**

- 4.1.** The consultant will review existing literature, legislation, national strategies, institutional arrangements, and planning instruments related to urban development, climate resilience, environmental management, housing, infrastructure, and territorial planning in Amazonian countries.
- 4.2.** The consultant will identify and analyze key institutional actors, governance mechanisms, coordination arrangements, and policy instruments that influence sustainable urban development across the region.
- 4.3.** The consultant will prepare technical notes summarizing findings and highlighting policy implications, institutional considerations, and opportunities for strengthening governance and coordination.
- 4.4.** The consultant will formulate recommendations and guiding principles to support the development of sustainable urban development policies and strategic frameworks for the Amazon region.
- 4.5.** The consultant will participate in coordination meetings and provide technical inputs to discussions and activities associated with the MINURVI Amazon Working Group and related initiatives.

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

- 5.1.** *The consultancy is expected to strengthen the evidence base available to governments and stakeholders by providing a comprehensive analysis of national policy and institutional frameworks relevant to sustainable urban development in the Amazon region.*
- 5.2.** *Expected outputs include analytical and comparative technical notes, policy recommendations, guiding principles, and technical inputs that support regional dialogue, multilevel governance, and the development of a shared vision for sustainable and resilient urban development across Amazonian countries.*
- 5.3.** *No acquisition of goods is anticipated under this consultancy. Any logistical or operational services required for the implementation of events shall be included as part of the consulting services and remain within the limits established by Bank procurement policies.*

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

- 6.1. The consultancy is expected to be implemented over a period of approximately ten to twelve months from contract signature.*
- 6.2. The initial phase will focus on document review, analytical framework development, and data collection. Subsequent phases will include comparative analysis, preparation of technical notes, development of recommendations and guiding principles, and incorporation of comments from the Bank and relevant stakeholders. A detailed work plan will be agreed upon at the beginning of the assignment.*

## **7. Reporting Requirements**

- 7.1. The consultant shall submit all deliverables electronically in English, in editable formats acceptable to the Bank. Technical notes shall include references, analytical findings, comparative assessments, policy implications, and recommendations. The consultant shall provide periodic updates on progress and participate in technical meetings as requested by the Bank.*

## **8. Acceptance Criteria**

- 8.1.** Deliverables will be reviewed by the Housing and Urban Development Division (CSD/HUD) of the Inter-American Development Bank. Deliverables will be considered acceptable when they demonstrate analytical rigor, technical quality, accuracy, relevance to the objectives of the Technical Cooperation, and practical value for policymakers and stakeholders. All comments provided by the Bank shall be addressed before final acceptance.

## **9. Other Requirements**

- 9.1.** The consultant shall maintain confidentiality regarding any non-public information obtained during the execution of the assignment. All technical notes, analytical products, databases, presentations, and supporting materials developed under this consultancy shall become the property of the Inter-American Development Bank. The consultant shall provide the equipment, software, and resources necessary to perform the services described herein.
- 9.2.** Citizenship: You are a citizen of one of our 48 member countries.
- 9.3.** Family Relationship Restrictions: You do not have any family members (up to the fourth degree of consanguinity or second degree of affinity, including your spouse) working at the IDB, IDB Invest, or IDB Lab.
- 9.4.** No special security requirements, IT access restrictions, or system downtime/maintenance are anticipated for this assignment. The consultant will be expected to comply with the Bank's applicable information security, confidentiality, and data protection policies when accessing or handling any project-related information.

## **10. Supervision and Reporting**

- 10.1.** The consultant will work under the supervision of the Housing and Urban Development Division (CSD/HUD) and will report directly to the Task Team Leader designated by the Bank. The IDB team will provide technical guidance, review deliverables, facilitate coordination with relevant

stakeholders, and approve all final products. Regular coordination meetings will be held to review progress, discuss findings, and ensure alignment with the objectives of the Technical Cooperation and the work program of the MINURVI Amazon Working Group..

## 11. Schedule of Payments

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

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

| <b>Payment Schedule</b>                                                                                                                                               |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Deliverable</b>                                                                                                                                                    | <b>%</b>    |
| 1. Deliverable 1. Inception report, including analytical framework, methodology, work plan, and outline of technical notes                                            | 20%         |
| 2. Deliverable 2. Draft technical notes analyzing national policies, governance arrangements, and institutional frameworks across Amazonian countries                 | 35%         |
| 3. Deliverable 3. Comparative analysis report including policy recommendations and proposed guiding principles for sustainable urban development in the Amazon region | 25%         |
| 4. Deliverable 4. Final package of technical notes and recommendations incorporating comments from the IDB and relevant stakeholders                                  | 20%         |
| <b>TOTAL</b>                                                                                                                                                          | <b>100%</b> |

**TERMS OF REFERENCE****INDIVIDUAL CONSULTANT (AM-650)****DESIGN AND FACILITATION OF TECHNICAL DIALOGUES, ROUNDTABLES, AND PEER-TO-PEER LEARNING EXCHANGES WITH FOCAL POINTS FROM MINISTRIES OF HOUSING AND URBAN DEVELOPMENT FOR THE ASSESSMENT OF NATIONAL URBAN POLICIES IN THE AMAZON REGION**

REGIONAL  
RG-T4993

Building Capacity for Resilience in Amazon Cities: Raising Local Well-Being

[Web link to approved document]

**1. Background and Justification**

- 1.1.** Amazonian countries face common urban development challenges related to climate change, environmental degradation, infrastructure deficits, rapid urbanization, and institutional capacity constraints. However, the policy frameworks, governance structures, and institutional arrangements used to address these challenges vary significantly across countries. While important experiences and lessons exist throughout the region, opportunities for systematic exchange among national authorities remain limited.
- 1.2.** Under Technical Cooperation RG-T4993, the Inter-American Development Bank (IDB) seeks to strengthen urban resilience in the Amazon region by promoting evidence-based decision-making, institutional strengthening, and multilevel governance. Component III supports the work of the MINURVI Amazon Working Group and aims to strengthen regional coordination and facilitate the development of a shared vision for sustainable and resilient urban development across Panamazonia.
- 1.3.** As part of this effort, it is necessary to create structured spaces for dialogue and peer learning among focal points from Ministries of Housing, Urban Development, Territorial Planning, Environment, and other relevant national institutions. These exchanges will contribute to the diagnosis of existing national urban policies, identify common challenges and opportunities, promote the sharing of experiences, and support the development of regional recommendations and strategic frameworks.
- 1.4.** This consultancy will support the design, organization, facilitation, and systematization of technical dialogues and peer-learning activities that strengthen cooperation and knowledge exchange among Amazonian countries.

**2. Objectives**

- 2.1.** *The objective of this consultancy is to design, organize, facilitate, and document technical*

*dialogues, roundtables, and peer-to-peer learning exchanges among focal points from Ministries of Housing and Urban Development and other relevant national institutions in Amazonian countries.*

- 2.2.** *The consultancy will support the diagnosis of national urban policies, strengthen regional knowledge exchange, identify common priorities and challenges, and contribute to the development of a shared vision for sustainable and resilient urban development in the Amazon region.*

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

- 3.1.** The consultant will provide technical support for the planning, coordination, facilitation, and systematization of regional dialogue and peer-learning activities involving representatives of Amazonian countries participating in the MINURVI Amazon Working Group and related initiatives.
- 3.2.** The assignment includes preparing methodologies, agendas, discussion frameworks, background materials, facilitation tools, summary reports, and recommendations resulting from the exchanges. The consultant will ensure that discussions generate actionable knowledge and contribute to the development of regional policy recommendations and strategic frameworks.
- 3.3.** The consultant will work closely with the IDB team, national focal points, regional organizations, and relevant stakeholders throughout the implementation of the assignment.

### **4. Key Activities**

- 4.1.** The consultant will review existing studies, policy documents, institutional assessments, and analytical products related to urban development and governance in Amazonian countries.
- 4.2.** The consultant will prepare methodologies and facilitation approaches for technical dialogues, roundtables, workshops, and peer-learning exchanges.
- 4.3.** The consultant will support the identification and engagement of participants from Ministries of Housing and Urban Development, planning agencies, environmental authorities, and other relevant institutions.
- 4.4.** The consultant will organize and facilitate virtual and/or in-person dialogue sessions focused on national urban policies, governance arrangements, institutional challenges, and opportunities for regional cooperation.
- 4.5.** The consultant will document discussions, lessons learned, good practices, and policy recommendations emerging from the exchanges.
- 4.6.** The consultant will prepare technical reports and synthesis documents highlighting key findings, common priorities, and opportunities for strengthening regional collaboration and policy alignment.

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

- 5.1. The consultancy is expected to strengthen regional cooperation and knowledge exchange among Amazonian countries while generating valuable insights into national urban policy frameworks and institutional arrangements.*
- 5.2. Expected outputs include methodologies for dialogue and peer-learning activities, agendas and background materials, summary reports from technical exchanges, synthesis documents identifying common challenges and opportunities, and recommendations to support the development of regional urban resilience and sustainable development frameworks.*
- 5.3. No acquisition of goods is anticipated under this consultancy.*

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

- 6.1. The consultancy is expected to be implemented over a period of approximately ten to twelve months from contract signature.*
- 6.2. The initial phase will focus on planning and preparation of methodologies and dialogue formats. Subsequent phases will involve implementation of exchanges, documentation of discussions, and preparation of synthesis reports and recommendations. Detailed timelines and milestones will be agreed upon with the Bank at the beginning of the assignment.*

## **7. Reporting Requirements**

- 7.1. The consultant shall submit all deliverables electronically in English, in editable formats acceptable to the Bank. Deliverables shall include agendas, background documents, facilitation materials, participant lists, meeting summaries, technical reports, and final synthesis documents. The consultant shall provide regular updates on implementation progress and participate in coordination meetings with the IDB team throughout the assignment.*

## **8. Acceptance Criteria**

- 8.1. All deliverables will be reviewed by the Housing and Urban Development Division (CSD/HUD) of the Inter-American Development Bank. Deliverables will be considered acceptable when they demonstrate technical quality, relevance to the objectives of the Technical Cooperation, effective stakeholder engagement, and successful implementation of the agreed activities. The firm shall address all comments and recommendations provided by the Bank prior to final acceptance of each deliverable.*

## **9. Other Requirements**

- 9.1. The consultant shall maintain confidentiality regarding any non-public information obtained during the assignment. All reports, methodologies, presentations, facilitation materials, databases, and other products developed under this consultancy shall become the property of the Inter-American Development Bank. The consultant shall provide all equipment, software, and*

*resources necessary to carry out the assignment.*

- 9.2.** Citizenship: You are a citizen of one of our 48 member countries.
- 9.3.** Family Relationship Restrictions: You do not have any family members (up to the fourth degree of consanguinity or second degree of affinity, including your spouse) working at the IDB, IDB Invest, or IDB Lab.
- 9.4.** No special security requirements, IT access restrictions, or system downtime/maintenance are anticipated for this assignment. The consultant will be expected to comply with the Bank's applicable information security, confidentiality, and data protection policies when accessing or handling any project-related information.

## **10. Supervision and Reporting**

- 10.1.** The consultant will work under the supervision of the Housing and Urban Development Division (CSD/HUD) and will report directly to the Task Team Leader designated by the Bank. The IDB team will provide technical guidance, review and approve deliverables, and support coordination with participating ministries and partner institutions. Regular coordination meetings will be held throughout the consultancy to review progress, discuss findings, and ensure alignment with the objectives of the Technical Cooperation and the work program of the MINURVI Amazon Working Group.

## **11. Schedule of Payments**

- 11.1.** Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 11.2.** The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

| <b>Payment Schedule</b>                                                                                                                                   |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Deliverable</b>                                                                                                                                        | <b>%</b> |
| 1. Deliverable 1. Work plan, stakeholder engagement strategy, methodology, and facilitation framework for technical dialogues and peer-learning exchanges | 20%      |
| 2. Deliverable 2. Background materials, agendas, and implementation of the first round of technical dialogues and peer-learning sessions                  | 30%      |
| 3. Deliverable 3. Synthesis report of discussions, lessons learned, comparative findings, and opportunities for regional cooperation                      | 25%      |

|                                                                                                                                                                            |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 4. Deliverable 4. Final report including recommendations, policy insights, and contributions to the diagnosis of national urban policies and regional strategic frameworks | 25%         |
| <b>TOTAL</b>                                                                                                                                                               | <b>100%</b> |