

ADMINISTRATION AGREEMENT

between

THE INTER-AMERICAN DEVELOPMENT BANK

and

**HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA,
AS REPRESENTED BY THE MINISTER OF INTERNATIONAL AND
INTERGOVERNMENTAL RELATIONS**

regarding

**Project Specific Grant to the Inter-American Development Bank for
Externally-Funded Complementary Workforce (EF-CWE) No. RG-
X1193 for Collaboration in the Alberta Abroad Externship Program**

THIS ADMINISTRATION AGREEMENT is entered into between Inter-American Development Bank (the “Bank”) and Her Majesty the Queen in Right of Alberta, as represented by the Minister of International and Intergovernmental Relations (the “Donor”) (hereinafter together referred to as the “Parties”).

WHEREAS, the Bank requires two Externally-Funded Complementary Workforce Employees (the “EF-CWEs”) who will come to the Bank’s Energy Division, through the Donor’s Alberta Abroad Externship Program (the “Program”) to collaborate on improving energy efficiency in Latin America and the Caribbean region, as described in the attached Externally-Funded Complementary Workforce (the “EF-CWE”) document No. RG-X1193 (the “EF-CWE Document”);

WHEREAS, the Bank submitted an application dated March 2013 (the “Application”) to participate as a Host Organization in the Program and for grant funding in consideration of serving as a Host Organization for two Externships,

WHEREAS, the Donor acknowledges that the Application dated March 2013 constitutes an application to the Donor’s Minister of International and Intergovernmental Relations, as required by the *International and Intergovernmental Relations Grant Regulation*, A.R. 5/2002, made under the *Government Organization Act* (Alberta), as amended or replaced from time to time;

WHEREAS, the Donor has agreed to support the execution of the EF-CWE by providing a project specific grant to be administered by the Bank; and

WHEREAS, the Bank is prepared to receive and administer the contribution funds to be made available by the Donor.

NOW, THEREFORE, the Parties hereby agree as follows:

1. The Donor will make available to the Bank a grant contribution in the amount of U.S.\$90,000.00 (ninety thousand dollars of the United States of America) (the “Contribution”) to be administered by the Bank to finance the EF-CWE. The Bank will not commit resources in excess of the amount of the Contribution effectively received from the Donor, and as set out in the EF-CWE Document.
2. The Contribution will be solely for the purposes indicated in the EF-CWE Document. Any material deviations from the objectives and activities of the EF-CWE described in the EF-CWE Document will require the Donor’s written approval.
3. Following the signature of this Administration Agreement by the Parties, the Donor will transfer the Contribution to the Bank in one single installment, upon the Bank’s written request, to the account #04404221 “Inter-American Development Bank – Cofinancing Account” opened by the Bank at Deutsche Bank America Trust, New York (swift #BKTRUS33XXX) (the “Account”). The Account is denominated in U.S. dollars and includes resources provided as grant funds by other donors for other Bank projects. The

Contribution will be administered in the Account without distinction from other donors' contributions.

4. The Bank will administer the Contribution in accordance with the provisions of this Administration Agreement and the Bank's applicable policies and procedures. The Bank will exercise the same care in the discharge of its functions, as described in this Administration Agreement, as it exercises with respect to the administration and management of resources from other donors, and will have no further liability to the Donor in respect thereof.
5. The Contribution will be accounted for separately from the Bank's assets, and will be administered together with other contributions received by the Bank. The Bank may freely exchange the Contribution funds into other currencies as may facilitate their administration and disbursement. The Bank will not be responsible for foreign exchange risk in the receipt, conversion or administration of Contribution funds. Further, the Bank may at its discretion invest and reinvest the resources of the Contribution pending their disbursement in connection with the EF-CWE.
6. To assist in the defrayment of the administrative costs in relation to the Contribution, the Bank will charge and retain:
 - (a) a fee equal to five percent (5%) of the total amount of the Contribution at the time the Contribution is deposited by the Donor into the Account; and
 - (b) any investment income generated by the Contribution pending its disbursement towards the EF-CWE.
7. The Bank's policies and procedures for the hiring of Complementary Workforce Employees will be applicable for the contracting of the EF-CWEs with the Contribution resources.
8. The Donor will not be responsible for the activities of any person or third-party engaged by the Bank as a result of this Administration Agreement, nor will the Donor be liable for any costs incurred by the Bank in terminating the engagement of any such person.
9. Promptly following the completion of the EF-CWE, the Bank will submit to the Donor a final report regarding the EF-CWEs. The Donor may also request a non-audited financial expense report of the Contribution. In addition, the Donor may request an "agreed upon procedures" report issued by the Bank's external auditor on the use of the Contribution resources. The cost of such auditor's report will be borne by the Donor and will not be deducted from the Contribution. The Donor will reimburse the Bank for the cost of this report promptly after receiving a written request from the Bank. The Bank will not provide audited financial statements for the Account.
10. As soon as possible upon completion of the EF-CWE, the Bank will return to the Donor any remaining uncommitted Contribution funds, unless otherwise agreed to in writing by the Parties.

11. The Donor further acknowledges that the Bank's commitment to use the Contribution as contemplated herein will be subject to the Bank's formalization of all internal approvals necessary for the EF-CWE and/or the EF-CWE Document.

12. The offices responsible for coordination of all matters and receiving any notice or request in writing in connection with this Administration Agreement or the EF-CWE are as follow:

(a) For the Bank:

- i. All communications pertaining to donor relations and resource mobilization will be directed to:

Inter-American Development Bank
1300 New York Avenue, NW
Washington, D.C. 20577
UNITED STATES OF AMERICA
Attention: Manager, Office of Outreach and Partnerships (ORP)
Tel.: +1 (202) 623-1583
Fax: +1 (202) 623-2543
E-mail: partnerships@iadb.org

- ii. Day-to-day communications regarding the implementation of this Administration Arrangement will be directed to:

Inter-American Development Bank
1300 New York Avenue, NW
Washington, D.C. 20577
UNITED STATES OF AMERICA
Attention: Chief, Grants and Co-financing Management Unit
Office of Outreach and Partnerships (ORP/GCM)
Tel.: +1 (202) 623-2018
Fax: +1 (202) 623-3489
E-mail: orp-gcm@iadb.org


(b) For the Donor:

Her Majesty the Queen in Right of Alberta
Minister of International and Intergovernmental Relations
4th Floor, Commerce Place, 10155 – 102 Street
Edmonton, Alberta T5J 4G8
CANADA
Attention: Jason Krips, Assistant Deputy Minister
Tel.: +1 (780) 422-5276
Fax: +1 (780) 427-0392
E-mail: jason.krips@gov.ab.ca

13. This Administration Agreement will come into force on the date of its signature by each of the Parties.
14. The Parties may amend any provision of this Administration Agreement in writing.
15. Subject to their respective policies and procedures with respect to the disclosure of information, the Parties may make this Administration Agreement publicly available. Further, the Parties agree that information exchanged between the Parties in connection with this Administration Agreement and the Program, including information of a confidential nature and any personal information, will be subject to the Parties' respective statutory obligations, policies and procedures with respect to the disclosure of information.
16. Nothing in this Administration Agreement may be construed as creating an agency relationship between the Parties.
17. The Parties will seek to settle amicably any disputes that may arise from or relate to this Administration Agreement.
18. Neither this Administration Agreement nor any right or benefit under it is assignable by the Bank.

IN WITNESS WHEREOF, the Inter-American Development Bank and Her Majesty the Queen in Right of Alberta, as represented by the Minister of International and Intergovernmental Relations, each acting through its duly authorized representative, have signed this Administration Agreement in two (2) originals in the English language as of the dates indicated below.

**INTER-AMERICAN
DEVELOPMENT BANK**



Bernardo Guillamon
Manager

Office of Outreach and Partnerships

Date: SEP 16, 2013

**HER MAJESTY THE QUEEN IN
RIGHT OF ALBERTA, AS
REPRESENTED BY THE MINISTER
OF INTERNATIONAL AND
INTERGOVERNMENTAL RELATIONS**



Gitane De Silva
Deputy Minister

Date: 2013.09.27

Inter-American Development Bank
Externally-Funded Complementary Workforce (EF-CWE) Document

EF-CWE N°: RG – X1193

I. GENERAL INFORMATION:

Name of EF-CWE: Alberta Abroad Externship Program
Contract modality (*PEC/TTC/DTC*): TTC
Financing mechanism: (*TF, PSG, APO*): PSG
Trust Fund/Donor financing two EF-CWEs: Her Majesty the Queen in Right of Alberta as represented by the Minister of International and Intergovernmental Relations (Government of Alberta)
Hiring IDB unit/division: Energy Division
Unit of Disbursement Responsibility (UDR): INE/ENE
Responsible for supervision: Leandro Alves
Total Amount to be financed: USD\$90,000.00
Contract periods and disbursement deadline: 1 year.

II. JUSTIFICATION AND OBJECTIVES:

The Latin American and Caribbean region (LAC) is facing a series of challenges in the energy sector. The energy consumption in LAC countries goes hand-in-hand with its economic growth, pressing countries to increase their generation, transmission and distribution capacity as a mechanism to ensure the availability of energy, i.e. their energy security. Countries are facing challenges to increase the sustainability of their energy matrix.

To address these issues it will require not only regulatory changes but the introduction of a holistic approach to the production, transportation, transformation, distribution and consumption of energy. The IDB's Energy Division is positioned to address these issues from a variety of angles, including deepening and broadening the knowledge of the region's energy flows and energy institutional frameworks, advancing capacity building opportunities, as well as exploring lessons learned in other jurisdictions such as Alberta, Canada, Japan, Germany, and Korea.

Two Externally-Funded Complementary Workforce Employees (EF-CWEs) will support the work of the Energy Division, thus enabling the Division to position itself, and hence, the IDB at the leading edge of global energy developments. This work will ensure that the Division fulfills the renewable energy and increase sustainability requirements of the GCI-9.

III. DESCRIPTION:

The EF-CWEs will join the Energy Division's Energy Innovation Center (EIC) for one year, and participate, each as team members, in all of the EIC and the Division's projects, as

appropriate. In particular, one individual will support INE/ENE in the research/knowledge agenda, the EIC's knowledge agenda including the expansion of the energy flows database; the organization of knowledge networks; and other logistical matters, as required. The other individual will assist in the production of state-of-the-art graphic material, including presentations and ongoing website maintenance.

For a detailed description see the attached Terms of Reference (ToRs).

IV. BUDGET:

Resources to be received from the Government of Alberta for the hiring of these EF-CWEs will be provided to the Bank through a Project Specific Grant (PSG). A PSG is administered by the Bank according to the "Report on COFABS, Ad-Hocs and CLFGS and a Proposal to Unify them as Project Specific Grants (PSGs)" (Document SC-114). As contemplated in these procedures, the commitment from the Government of Alberta will be established through an administration agreement between the Government of Alberta and the Bank. Under such agreement, the resources for this EF-CWE will be administered by the Bank and the Bank will charge an administrative fee of five percent (5%) of the contribution, which is duly identified in the budget of this EF-CWE. The 5% administrative fee will be charged upon the Bank's receipt of the contribution.

4.1 The total budget for the contract of these two individuals is:

	Yearly Amount in US\$ ¹ DONOR	Yearly Amount in US\$ ¹ RG-X1171	Total Amount in US\$
Honorarium US\$45,000.00 per individual	85,500.00	4,500.00	90,000.00
Medical Insurance Allowance ² US\$3,000.00 per individual		6,000.00	6,000.00
Airfare Round Trip ³			
Administrative fee of 5%	4,500.00		4,500.00
Contingency ⁴		12,000.00	12,000.00
TOTAL	90,000.00	22,500.00	112,500.00

1 Donor will pay in U.S. dollars.

2 Individuals \$250/month and married with dependents \$750/month.

3 The Donor will cover the costs of a return airfare outside this arrangement. The provision of a return airfare complies with the IDB's contractual policy.

4 Provisions in case the consultant has dependents and is entitled to \$750/month for medical insurance subsidy.

If at the end of EF-CWE execution the contracts for the EF-CWEs were to close with an outstanding uncommitted and unspent balance, the EF-CWE supervisor will be responsible for requesting from ORP/GCM the transfer of the unspent balance to the Government of Alberta pursuant to the terms of the PSG administration agreement.

V. RESPONSIBILITY IN THE BANK:

5.1 **Technical Responsibility:** Leandro Alves, Division Chief, (202) 623-1382, LeandroA@iadb.org

5.2 The EF-CWE supervisor will be responsible for the contract preparation and reporting in accordance to what has been established in the administration agreement.

VI. APPROVAL BY THE BANK:

6.1 *[Name, date, and signature of authority as per Bank policy (GN-2655)]*

INFRASTRUCTURE & ENVIRONMENT SECTOR (INE) / ENERGY DIVISION (ENE)

ENERGY INNOVATION CENTER

TERMS OF REFERENCE

Policy Consultancy – Alberta Abroad Externship Program

I. BACKGROUND

- 1.1 The Inter-American Development Bank (IDB) is the main source of multilateral financing for economic, social and institutional development in Latin America and the Caribbean (LAC). It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing member countries.
- 1.2 The Infrastructure and Environment Sector (INE) conceptualizes, prepares, supports the execution and supervises the IDB's operations related to energy, transport, water and sanitation and rural development and natural disasters. Its functions include preparing the Bank sector policies, strategies, operational guidelines and programs in infrastructure and environment; conducting relevant research and analytical work, best practices and case studies on this area; and providing specialized technical support in borrowing member countries.
- 1.3 LAC countries are rich in energy resources including hydrocarbons, hydroelectricity and biofuels. But this wealth is unevenly distributed. Approximately 40 million people lack access to modern electricity services, and fuel imports consume a growing percentage of smaller countries' budgets.
- 1.4 The IDB, through its Energy Division (INE/ENE) helps member countries expand the coverage and quality of energy services such as electricity and natural gas. INE/ENE also finances programs to improve energy efficiency, foster cross-border energy integration, and diversify the energy matrix by sustainably exploiting renewable and non-renewable energy sources. The Bank, through INE/ENE, continues to be the knowledge partner for the LAC region in the energy sector.
- 1.5 The Energy Innovation Center (EIC) is an energy-sector knowledge hub that connects LAC to the rest of the world. Its focus areas are: applied energy research; capacity building; and identification and formulation of traditional and innovative energy projects in the region. The EIC is an integral part of INE/ENE that will boost ENE's research capacity and, through extensive use of web-based dissemination and regional policy dialogues, become a catalyst for knowledge and best practices exchanges.
- 1.6 The IDB is committed to help the LAC region improve the sustainability of its energy matrix while ensuring the individual countries' development objectives and energy needs are met. To fulfill this commitment, the Energy Division provides loans and grants over

US\$1 billion a year to a variety of projects. Access to comprehensive and trustworthy data is paramount to ensuring that these investments do deliver the promised improvement in energy sustainability. Towards this objective, the EIC is building a comprehensive database that explains a country's energy matrix from endowments to end-use. An analytical/qualitative database of regulatory and fiscal frameworks is being built as well. Together, these two sets will form the Regional Energy Flows Dataset System.

II. CONSULTANCY OBJECTIVES

- 2.1 The objective of the consultancy will be to support the EIC on its research/knowledge agenda, including the following areas: energy flows (endowments and geographic location and details of electricity providers); help coordinating the three networks to be established with Alberta; and all logistical matters regarding the EIC.
- 2.2 The consultant will provide support to IDB's EIC team in deepening the energy balances and institutional database, as well as contribute to the research agenda of the EIC.

III. ACTIVITIES

- 3.1 The consultant will support the EIC in a variety of tasks to support the execution of the PSG RG-X1171: "Energy Innovation Center II" deliverables including:
 - (a) Assist the development of terms of reference for additional consultancies to deliver on the objectives of the aforementioned PSG. Coordinate all administrative tasks as assigned by the EIC coordinator.
 - (b) Support the organization of the Virtual Platform for the Center, specifically following up on all logistical activities.
 - (c) Contribute to EIC's publication efforts, including the preparation of reports, and other material.
 - (d) EIC internal/external webpage: coordination with the graphic artist to upload all activities mentioned above in the intranet and extranet.
 - (e) Aid in the coordination of workshops, BBLs, and other EIC activities.

IV. SCHEDULE OF PAYMENT

- 4.1 Payment will be made on a bi-monthly basis.

V. COORDINATION

- 5.1 Annette Hester, Consultant and EIC Project Coordinator (INE/ENE) will provide guidance, support and supervision during the period of the assignment. Overall responsibility rests with Leandro Alves, Energy Division Chief.

VI. CHARACTERISTICS OF THE CONSULTANCY

- 6.1 **Type of Contract:** Externally-Funded Complementary Workforce (TTC).
- 6.2 **Duration:** one year.
- 6.3 **Place of work:** Inter-American Development Bank Headquarters, 1300 New York Avenue, NW, Washington, D.C. 20577, United States of America.

VII. QUALIFICATIONS

- 7.1 Academic Degree:
- The consultant must have at least a Bachelor's degree in International Development, Economics, Energy, Environment, or a related discipline.
- 7.2 Experience:
- Experience with project management and/or development.
 - Knowledge of LAC access to energy issues.
 - Highly proficient in conducting internet research and utilizing current web technology, etc.
 - Advanced knowledge of Microsoft Office applications (Excel, Word, PowerPoint, Outlook, etc).
 - Database management, and data reporting experience is a plus.
- 7.3 Languages:
- Proficient in both Spanish and English, written and spoken.
- 7.4 Skills:
- Consultant should be able to multi-task and be highly organized.
 - Ability to act independently, creatively, and under own initiative.
 - Should have a clear understanding of development issues in LAC.

INFRASTRUCTURE & ENVIRONMENT SECTOR (INE) / ENERGY DIVISION (ENE)

ENERGY INNOVATION CENTER (EIC)

TERMS OF REFERENCE

Graphic Art – Alberta Abroad Externship Program

I. BACKGROUND

- 1.1 The Inter-American Development Bank (IDB) is the main source of multilateral financing for economic, social and institutional development in Latin America and the Caribbean (LAC). It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing member countries.
- 1.2 The Infrastructure and Environment Sector (INE) conceptualizes, prepares, supports the execution and supervises the IDB's operations related to energy, transport, water and sanitation and rural development and natural disasters. In addition to preparing and executing loans, the department functions include preparing the Bank sector policies, strategies, operational guidelines and programs in infrastructure and environment; conducting relevant research and analytical work, best practices and case studies on this area; and providing specialized technical support in borrowing member countries.
- 1.3 LAC countries are rich in energy resources including hydrocarbons, hydroelectricity and biofuels. But this wealth is unevenly distributed. Approximately 40 million people lack access to modern electricity services, and fuel imports consume a growing percentage of smaller countries' budgets.
- 1.4 The IDB, through its Energy Division (INE/ENE), helps member countries expand the coverage and quality of energy services such as electricity and natural gas. INE/ENE also finances programs to improve energy efficiency, foster cross-border energy integration, and diversify the energy matrix by sustainably exploiting renewable and non-renewable energy sources. The Bank, through INE/ENE, continues to be the knowledge partner for the LAC region in the energy sector.
- 1.5 The Energy Innovation Center (EIC) is an integral part of INE/ENE and enables the Division to deliver on the Bank's commitment to support mitigation and adaptation efforts of the Bank's borrowing member countries while meeting their developmental and energy requirements. Key to the EIC agenda is compiling and publishing relevant energy and institutional data and information, and organizing capacity development workshops. In addition, the EIC hosts a Secondment Program that brings leading energy experts from governments, universities and companies to the Center, to work side-by-side our specialist to create innovative solutions to meet the region's energy needs.

II. CONSULTANCY OBJECTIVES

- 2.1 The principal objective of this consultancy is to provide assistance to the EIC on: (i) all aspects of preparing traditional and web-based presentations; (ii) producing graphic layout for publications; and (iii) uploading material to, and maintaining, the EIC website.
- 2.2 The consultant will also provide similar services as required by the Energy Division Chief. The individual will provide support to the EIC consultants and staff working on the Center's research, capacity development and programs as required on a case to case basis. These tasks will be organized with the EIC coordinator. Similarly, the consultant will provide occasional administrative support to the EIC coordinator as required.

III. ACTIVITIES

- 3.1 Produce presentations for the EIC and, as needed, the Energy Division.
- 3.2 Create graphic layouts for publications and web domains.
- 3.3 Assist in the design of event material.
- 3.4 Provide support to the EIC team during the editing and review process of all the material produced.
- 3.5 Liaise with outside graphic design and infographics consultants and assist in the development of an interactive dataset. Provide support to the EIC team on learning and using graphic products. Perform activities and tasks as required by the EIC Project Coordinator and the Division Chief.

IV. SCHEDULE OF PAYMENT

- 4.1 Payment will be made on a bi-monthly basis.

V. COORDINATION

- 5.1 Annette Hester, Consultant and EIC Project Coordinator (INE/ENE) will provide guidance, support and supervision during the period of the assignment. Overall responsibility rests with Leandro Alves, Energy Division Chief.

VI. CHARACTERISTICS OF THE CONSULTANCY

- 6.1 **Type of Contract:** Externally-Funded Complementary Workforce (TTC).
- 6.2 **Duration:** one year

- 6.3 **Place of work:** Inter-American Development Bank Headquarters, 1300 New York Avenue, NW, Washington, D.C. 20577, United States of America.

VII. QUALIFICATIONS

7.1 Education:

- The consultant must have at least a Bachelor's degree in Art, Graphic Design, Computer Science with digital art specialization, or Communications.

7.2 Qualifications:

- Expert in the use of PowerPoint, Prezi, other presentation software, as well as all Microsoft Office software.
- Excellence in understanding web management systems and design programs.
- Highly proficient in conducting internet research and utilizing current web technology.

7.3 Languages:

- Fluency in English is required and, in addition, working knowledge in Spanish preferred.

7.4 Skills:

- Consultant should be able to multi-task and be highly organized.
- Ability to act independently, creatively, and under own initiative.