

TERMS OF REFERENCE

Private Sector, Synergies and Trade Unit (PTI/PST)

1.1. Japan-LAC Business and Financial Partnership Initiative framework

Country: Japan

Project Number: RG-T4897-P0001

Technical Cooperation Number RG-T4897

convergence.iadb.org/Operation/RG-T4897

Technical Cooperation Name: Japan-LAC Business and Financial Partnership Initiative

1. Background and Justification

- 1.1.** Japan and Latin America and the Caribbean (LAC) share a long-standing economic relationship supported by complementary strengths, evolving trade patterns, technological collaboration, and growing private-sector interest. In recent years, global shifts in supply chains, digital transformation, climate action, and the energy transition have opened new opportunities for deepened Japan–LAC engagement.
- 1.2.** In this context, the Inter-American Development Bank (IDB), with financing from the Japan Special Fund, is implementing a Technical Cooperation (TC) aimed at strengthening Japan–LAC economic ties through the identification of concrete, actionable pathways for business and investment collaboration in the context of the 50th anniversary of Japan’s accession to the Inter-American Development Bank (IDB). The TC supports the development of the Japan–LAC Business and Financial Partnership Initiative, which seeks to generate forward-looking insights and strategic guidance to facilitate increased Japanese private-sector engagement across priority areas such as energy, infrastructure, digital transformation, climate action, agribusiness, digital health, and trade-related industries.
- 1.3.** Component 1 of the TC finances the design and deployment of an analytical framework to identify sector-specific opportunities for Japan–LAC business collaboration. The analytical work will assess enabling conditions and market dynamics across selected sectors and countries in the region, including regulatory and tax frameworks, industrial development strategies, preferential policies, market characteristics, and supply chain and logistical considerations relevant to Japanese investment. The analysis will also document illustrative success cases of Japanese firms operating in LAC, highlighting lessons learned and strategic factors that have supported their expansion, as well as articulating sector-specific Japanese investor requirements and standards to facilitate effective engagement by LAC firms as suppliers or partners.
- 1.4.** The analytical design and implementation will be developed with input from Japan’s Ministry of Finance (MOF), the IDB Asia Office, the Private Sector, Synergies, and Trade Unit, and in close collaboration with the Japan Latin America and Caribbean Association (JALAC), as well as diplomatic missions from LAC countries in Tokyo, to ensure institutional relevance and strategic alignment. The analysis will take a region-wide, sector-based perspective, highlight opportunities and enabling conditions for Japanese engagement in LAC, and will be informed and validated

through jointly designed surveys and interviews with relevant stakeholders.

2. Objectives

- 2.1.** The objective of this consultancy is to support the development and operationalization of the Japan–LAC Business and Financial Partnership Initiative by generating forward-looking, actionable insights that strengthen business collaboration between Japan and Latin America and the Caribbean (LAC). The consultancy will provide a structured, phased analytical framework to map and describe business and investment opportunities, assess enabling conditions and constraints, and translate validated findings into practical recommendations and engagement approaches to facilitate increased Japanese private-sector engagement in selected LAC countries. The consultancy will deliver a structured, two-phased approach to identify and assess business and investment opportunities, analyze enabling conditions and constraints, and translate validated findings into practical recommendations and engagement pathways to facilitate increased Japanese private-sector engagement in selected LAC countries. Phase I will provide the analytical building blocks and structure to map out concrete opportunities for greater Japan–LAC economic engagement, while pPhase II will focus on opportunity validation with the private sector. Private sector engagement will be a central part of this phase.
- 2.2.** The analytical work (Phase I) will be grounded in first-hand structured engagement with public and private stakeholders, including through consultations conducted in parallel with key convening moments under the Initiative, to ensure relevance, credibility, and usability of outputs. Specifically, the consultancy will aim to:
- i. Identify and characterize sector-specific opportunities for Japan–LAC business collaboration across priority sectors.
 - ii. Analyze global, regional, and country-level market dynamics and competitiveness factors relevant to Japanese investment and business expansion in LAC.
 - iii. Assess regulatory, tax, policy, and institutional frameworks, as well as operational conditions, that shape market entry, competitiveness, and partnership formation between Japanese and LAC firms.
 - iv. Examine value and supply chain configurations, including sourcing, logistics, infrastructure, and trade processes, to assess business feasibility, integration requirements, and scale-up considerations.
 - v. Identify key regulatory, institutional, logistical, technological, and coordination-related bottlenecks that may limit opportunity uptake, and develop policy-relevant and operational recommendations, structured by stakeholder group.
 - vi. Define a structured private-sector engagement roadmap for LAC companies, articulating Japanese investor requirements, standards, and expectations, to support supplier integration, partnership formation, soft-landing, and sustainable scale-up.
- 2.3.** Phase II will focus on opportunity validation and private sector engagement to help advance some of the opportunities identified during the analytical phase. Specifically, Phase II will aim to:
- i. Support the expansion of Japanese companies already present in LAC. Provide targeted, opportunity-driven engagement with Japanese companies that already operate in one or more LAC markets, with the objective of supporting their potential expansion into additional countries or subregions, based on the analytical findings of Phase I. This may

- include sharing relevant technical puts market intelligence, and validated insights generated under the consultancy, and facilitating connections with relevant public and private counterparts in LAC.
- ii. Engage Japanese companies with high potential to enter LAC for the first time. Identify and engage a selective group of Japanese companies—particularly mid-sized firms—with high potential to expand into LAC but without an existing presence in the region, leveraging the analytical outputs of Phase I and the IDB Group’s BID for the Americas (BIDFA) platform. Engagement may include providing structured information and tools on LAC market opportunities, IDB-financed projects, procurement and investment opportunities, and participation pathways relevant to Japanese firms.
 - iii. Identify Japanese companies with potential interest in IDB-financed procurement opportunities, leveraging the analytical outputs of Phase I and the IDB Group’s BID for the Americas (BIDFA) platform, and subject to prior IDB validation.
 - iv. Leverage peer learning and demonstration effects. Where relevant, facilitate peer learning by leveraging the experience of Japanese companies already operating in LAC to illustrate entry pathways, risk mitigation approaches, and partnership models, helping inform and encourage market entry decisions by firms in earlier stages of engagement.
 - v. Maintain a facilitation and learning-oriented approach. All Phase II activities will be selective, opportunity-driven, and facilitative in nature, and will not constitute commercial advisory services or guarantee investment outcomes. The emphasis will be on enabling informed decision-making, reducing information frictions, and generating practical lessons learned to inform future Japan–LAC engagement under the Initiative.

3. Scope of Services

- 3.1.** The consulting firm will be responsible for carrying out a comprehensive, forward-looking analytical and strategic exercise to support the development of the Japan–LAC Business and Financial Partnership Initiative. The scope of services will encompass a phased approach combining analytical work and selective private sector engagement, including sectoral analysis, market and policy assessment, stakeholder engagement, and the formulation of strategic and operational recommendations to facilitate Japan–LAC business collaboration.
- 3.2.** The consultancy will include the identification and assessment of sector-specific business and investment opportunities across five priority sectors: infrastructure, critical minerals, renewable energy, agriculture, and silver-economy related industries, taking into account market size and structure, competitiveness factors, including preferential trade agreements and investment promotion policies, regulatory and tax frameworks, sectoral policy frameworks and market support mechanisms, and relevant supply chain and logistical considerations. Opportunities will be described in terms of their key characteristics and enabling conditions, without ranking or scoring across sectors or countries.
- 3.3.** The consulting firm will analyze enabling conditions for Japanese private-sector engagement, including institutional arrangements, policy incentives, operational requirements, and potential barriers to market entry, expansion, or partnership formation in the following six target countries: Brazil, Mexico, Chile, Colombia, Peru and Paraguay.

- 3.4. The scope will also include the identification of relevant public and private stakeholders in Japan and LAC, the mapping of coordination and engagement pathways, and the integration of insights from consultations with Japanese companies, public institutions, and IDB specialists, including as inputs to opportunity validation and subsequent engagement under Phase II.
- 3.5. As part of its support to the preparation of the Japan–LAC Business Forum, the consultancy will also contribute to the identification and engagement of potential Japanese buyers, investors, and corporate decision-makers, subject to IDB validation, whose participation would be relevant for the opportunity areas analyzed under this consultancy. This may include supporting targeted outreach and information-sharing efforts, including through coordination with the IDB Group’s BID for the Americas program, to facilitate informed participation by Japanese firms.
- 3.6. Building on the analytical outputs of Phase I, the consultancy will support selective, opportunity-driven private-sector engagement activities under Phase II, focused on opportunity validation and market engagement. This may include facilitating targeted interactions with Japanese companies already present in LAC to explore potential geographic or sectoral expansion, as well as engaging a limited number of Japanese companies with high potential to enter LAC for the first time.
- 3.7. The consultancy will culminate in the development of a structured opportunity framework, stakeholder strategy, and set of actionable recommendations aimed at improving investment conditions and supporting effective Japan–LAC business collaboration, including practical lessons learned from opportunity validation and private-sector engagement activities, where applicable.
- 3.8. The consultancy will focus exclusively on prospective and forward-looking analysis to directly support the identification, validation, and selective pursuit of concrete Japan–LAC business and investment opportunities through private-sector engagement. It will not include retrospective or historical assessments, which are addressed under a separate component of the Technical Cooperation.

4. **Key Activities**

Phase I: Analytical Framework, Opportunity Identification, and Validation.

- 4.1. Assess global and regional trends shaping sectoral transformation—such as technological innovation, sustainability, digitalization, and the energy transition—and their implications for Japanese corporate strategy, sector prioritization, and investment decisions in LAC.
- 4.2. Analyze competitiveness and enabling conditions for Japanese outward investment, drawing on select international benchmarks and comparative examples only where they directly inform the positioning and feasibility of Japan–LAC business and investment opportunities, including relevant examples on public policies, regulatory and tax frameworks, sectoral policy frameworks and market support mechanisms, incentives, and operational considerations.
- 4.3. Conduct sector-focused analyses across the strategic areas defined under the TC (including renewable energy, infrastructure, digital transformation, critical minerals, agribusiness, and health and silver economy-related industries), assessing market conditions, demand drivers, and

structural characteristics in selected LAC contexts.

- 4.4. Map value and supply chains within prioritized sectors, identifying critical segments, key actors, local capabilities, technological complementarities, and logistical, sourcing, and infrastructure, and trade-process conditions relevant to business feasibility and scale-up.
- 4.5. Identify and characterize high-potential business and investment opportunity areas for Japanese firms, considering strategic alignment, technological strengths, scalability, and feasible entry or partnership models.
- 4.6. Document and analyze strategic success cases of Japanese companies that have expanded operations in LAC, based on first-hand interviews with a focus on entry pathways, partnership models, risk mitigation approaches, and operational lessons directly relevant to opportunity validation and peer learning under Phase II.
- 4.7. Identify and map relevant public and private stakeholders in Japan and LAC required to unlock or advance specific opportunity areas, including government entities, business associations, and institutional partners, and outline coordination and engagement pathways linked to opportunity validation and private-sector engagement.
- 4.8. Design and implement interviews, surveys and structured consultations with Japanese companies and relevant stakeholders, in coordination with JALAC and LAC diplomatic missions in Tokyo, and IDB specialists, to inform, validate, and refine analytical findings
- 4.9. Identify and engage potential Japanese buyers and corporate decision-makers aligned with the prioritized sectors and opportunity typologies, subject to prior IDB validation, to support outreach for the Japan–LAC Business Forum.
- 4.10. Develop a sector-focused opportunity framework, articulating opportunity types, enabling conditions, potential local partners, and indicative implementation pathways for Japanese engagement.

Phase II: Opportunity Validation, Market Engagement, and Learning

- 4.11. Facilitate selective, opportunity-driven engagement with Japanese companies already operating in LAC to explore potential geographic or sectoral expansion opportunities, based on validated findings from Phase I.
- 4.12. Engage a selective group of Japanese companies—particularly mid-sized firms—with high potential to enter LAC for the first time, leveraging analytical outputs from Phase I and the IDB Group’s BID for the Americas (BIDFA) platform to provide structured information on market opportunities, IDB-financed projects, and participation pathways.
- 4.13. Where relevant, facilitate peer learning and demonstration effects by leveraging the experience of Japanese companies already operating in LAC to illustrate entry pathways, partnership models, and risk mitigation approaches for firms in earlier stages of engagement.

- 4.14. Capture and systematize practical lessons learned from opportunity validation and private-sector engagement activities, including barriers, timelines, coordination challenges, and success factors, to inform analytical refinement and final recommendations.
- 4.15. Identify key challenges and bottlenecks that may limit opportunity to uptake—regulatory, institutional, logistical, technological, or related to public–private coordination.
- 4.16. Develop targeted, policy-relevant and operational recommendations to address identified bottlenecks, structured by stakeholder group—including public- and private-sector actors in Japan and LAC, as well as other relevant institutions—specifying concrete actions, responsible actors, and implementation considerations to improve the investment climate and facilitate business collaboration.
- 4.17. Define a structured private-sector engagement approach for LAC companies specifically linked to Japanese-led investment opportunities, articulating Japanese investor requirements, standards, and expectations to support supplier integration, partnership formation, and participation in value chains associated with validated opportunities.
- 4.18. Prepare a preliminary report consolidating analytical findings, opportunity assessments, and the draft opportunity framework for IDB review.
- 4.19. Incorporate IDB comments and produce the final report, including full analysis, validated opportunities, recommendations, and methodological annexes.
- 4.20. Support the presentation and dissemination of findings through executive materials and participation in relevant events under the TC.

5. **Expected Outcome and Deliverables**

- 5.1. The consultancy is expected to deliver a coherent analytical and strategic framework that supports the Japan–LAC Business and Financial Partnership Initiative by identifying, validating, and advancing concrete Japan-LAC business and investment opportunity areas through structured analysis and sustained, selective private-sector engagement over the duration of this TC.
- 5.2. Deliverable #1 – Inception Note and Work Plan (Format: PPT, Word, or Excel). This deliverable will present the proposed analytical framework, methodology, milestones, and detailed timeline for the consultancy. It will define sector and country selection criteria, outline stakeholder engagement and validation activities, and specify how private sector engagement will be conducted through key Initiative milestones and through ongoing outreach and research activities led by the consultant. The deliverable will also include a preliminary plan of proposed missions and field engagements, including indicative locations, objectives, timing, and coordination arrangements, covering Activities: 4.1, 4.2, 4.3, 4.7 (design), 4.8 (design)
- 5.3. Deliverable #2 – Sector, Market, and Value Chain Diagnostics. This deliverable will present the

core analytical findings from Phase I, including sector-focused market assessments, enabling conditions, competitiveness factors, and value- and supply-chain mapping in selected LAC contexts. The deliverable will serve as a key analytical input for initial validation with the private sector, including during the Brazil Technical Seminar and through parallel consultations conducted by the consultant. Activities covered: 4.1, 4.2, 4.3, 4.4.

- 5.4. Deliverable #3 – Opportunity Identification and Validation Package. This deliverable will consolidate identified Japan–LAC business and investment opportunity areas, incorporating validation inputs from structured consultations, ongoing outreach to Japanese companies, and the Brazil Technical Seminar. It will present a sector-focused opportunity framework, including opportunity typologies, enabling conditions, indicative entry or partnership models, and a shortlist of indicative Japanese companies and investor profiles to support IDB-led outreach and preparation for the Japan–LAC Business Forum. Activities covered: 4.5, 4.6, 4.7 (execution), 4.8, 4.9, 4.10.
- 5.5. Deliverable #4 - Private-Sector Engagement Insights Report. This deliverable will synthesize insights from ongoing private-sector engagement activities led by the consultant under Phase II, including selective engagement with Japanese companies already present in LAC and firms exploring first-time entry. It will capture practical lessons learned on opportunity validation, entry and expansion pathways, barriers, timelines, coordination challenges, and decision-making dynamics, drawing on engagement conducted both in connection with project milestones (e.g., the Japan–LAC Business Forum) and through continued outreach and research activities over the life of the consultancy. Activities covered: 4.11 to 4.14.
- 5.6. Deliverable #5 – Final Japan-LAC Business Engagement Strategy and Executive Dissemination Materials. This deliverable will consolidate all analytical outputs, validated opportunity areas, private-sector engagement insights, lessons learned, and recommendations developed throughout Phases I and II into a Final Japan-LAC Business Engagement Strategy. The Strategy will function as an analytical and facilitative framework to guide Japan-LAC business collaboration by identifying priority opportunity areas, key bottlenecks, stakeholder-specific engagement pathways, and practical recommendations. This will include: i) a draft final report for IDB review; ii) a final, publication-quality report with methodological annexes; and iii) executive presentation materials to support dissemination with public and private stakeholders. Covers Activities 4.15 to 4.20.

6. Project Schedule and Milestones

- 6.1. The consultancy will have an expected duration of twenty-four (24) months from the date of contract signature. The implementation period will be aligned with the planning cycle of the Japan–LAC Business and Financial Partnership Initiative and with the timing of related strategic and commemorative events.
- 6.2. Private-sector engagement activities will continue throughout the duration of the consultancy. Deliverables associated with validation and engagement reflect key synthesis points and do not limit ongoing outreach, consultation, or research activities led by the consultant.

- 6.3. The consultancy will be implemented in two phases comprised by five deliverables, as outlined below. The timeline is indicative and may be adjusted with prior agreement of the IDB.

Deliverables	Due Date
Deliverable #1 – Inception Note and Work Plan	Within 4 weeks after contract signature
Deliverable #2 – Sector, Market, and Value Chain Diagnostics	Within 3 months after contract signature
Deliverable #3 – Opportunity Identification and Validation Package	Within 5 months after contract signature
Deliverable #4 – Private-Sector Engagement Insights Report	Within 14 months after contract signature
Deliverable #5 – Final Report and Executive Dissemination Materials	Within 21 months after contract signature

7. Reporting Requirements

- 7.1. The project lead of the consulting firm shall work in close coordination with PTI/PST, GPS/GPS, and relevant IDB specialists throughout the duration of the consultancy to ensure alignment on scope, methodology, sequencing of activities, and preliminary findings. Regular technical meetings will be held to review progress, validate interim outputs, and support the timely delivery of front-loaded analytical work and subsequent accompanying support activities.
- 7.2. The consulting firm shall submit high-quality deliverables that meet professional standards and reflect sufficient analytical depth, methodological rigor, and clarity. Deliverables will be produced on a rolling basis, consistent with the phased implementation of the consultancy (strategy examination, opportunity screening, validation, and accompanying support).
- 7.3. All reports and deliverables must be submitted to the Bank in electronic, editable format (PPT or Word, as specified for each deliverable). Each submission shall include a cover page, main document, and all annexes. Compressed Zip files will not be accepted as final submissions in accordance with the Bank’s Records Management Section requirements.
- 7.4. All reports, presentations, and communications associated with this consultancy shall be prepared and delivered in English, unless otherwise agreed in writing with the IDB.

8. Acceptance Criteria

- 8.1. Deliverables will be reviewed and approved by the PTI/PST technical team and accepted only if they comply with the scope, activities, and quality standards established in these Terms of Reference and agreed during the planning phase.
- 8.2. The consulting firm shall submit deliverables with sufficient advance time to allow for technical review and approval in accordance with the agreed project schedule.
- 8.3. The consulting firm shall incorporate all comments and revisions requested by the IDB. Revised

deliverables must reflect the agreed adjustments and meet the Bank's quality standards.

8.4. Acceptance of deliverables will be confirmed in writing by the IDB task team leader or the designated supervisor, who is authorized to approve the outputs of this consultancy.

9. Consulting Firm and Team Requirements

9.1. The consulting firm shall demonstrate the qualifications, experience, and organizational capacity necessary to successfully deliver the scope of work described in this TOR. The following criteria will guide the selection process:

- i. Extensive experience conducting multi-sector analytical studies involving Japan and foreign markets, including assignments for Japanese public institutions such as JICA, METI, or equivalent agencies, or for international organizations engaging with Japan's private sector.
- ii. Proven expertise in Japan's private-sector landscape, including demonstrated understanding of Japanese corporate decision-making, investment patterns, sectoral priorities, and business-engagement mechanisms relevant to overseas markets.
- iii. Documented experience identifying investment and business opportunities across multiple sectors, using proprietary analytical tools, structured methodologies, or established market-screening frameworks applicable to Japan-LAC collaboration.
- iv. Established networks and demonstrated ability to engage with key stakeholders in Japan, including ministries, agencies, business associations, corporate groups, innovation institutions, accelerators, and other private-sector actors.
- v. Experience organizing or supporting Japan-foreign business engagement initiatives, such as bilateral forums, investment promotion events, business-matching programs, or market-entry preparation for Japanese companies.
- vi. Operational presence or proven execution capacity in both Japan and Latin America, enabling the firm to accurately assess institutional environments, regulatory conditions, market characteristics, and business practices in both regions.
- vii. A multidisciplinary team including specialists in economics, business strategy, international trade and investment, sectoral analysis, and Japanese private-sector dynamics. Fluency in English is required; fluency in Japanese is strongly preferred. Familiarity with Spanish or Portuguese is an asset.
- viii. Key personnel should demonstrate:
 - at least 10 years of relevant professional experience;
 - prior work leading complex analytical studies for governments or international organizations;
 - strong communication skills for preparing high-quality reports and executive presentations;
 - ability to work under tight deadlines while maintaining high analytical standards;
 - the capacity to handle sensitive information with discretion.

10. Other Requirements

10.1. Any interviews, meetings, or consultations involving external stakeholders shall be coordinated in advance with the IDB team. The consulting firm may be required to participate in virtual meetings

hosted through IDB-approved platforms.

10.2. If travel becomes necessary to complete the scope of work, it must be pre-approved by the IDB and conducted in accordance with Bank policies and relevant country health and safety guidelines.

11. Supervision and Reporting

11.1. The supervision of the project and the receipt of all deliverables, progress updates, reports, and invoices contemplated in these Terms of Reference will be the responsibility of Itzel Barron (PTI/PST).

12. Schedule of Payments

12.1. 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.

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

Payment Schedule	
Phase	%
Deliverable #1 – Inception Note and Work Plan	15%
Deliverable #2 – Sector, Market, and Value Chain Diagnostics	20%
Deliverable #3 – Opportunity Identification and Validation Package	25%
Year 1 total	60%
Deliverable #4 – Private-Sector Engagement Insights Report	20%
Deliverable #5 – Final Report and Executive Dissemination Materials	20%
Year 2 total	40%
Total	100%

13. Supervision

13.1. The firm will report to Itzel Barrón, Sector Specialist, Private Sector, Synergies, and Trade Unit, Productivity, Trade and Innovation Sector (PTI/PST), Inter-American Development Bank (itzelb@iadb.org), who will be responsible for providing guidance, reviewing and approving deliverables, and authorizing payments.

13.2. Additional Contacts: Veronica Freytag, Resource Planning & Admin Associate, Private Sector, Synergies and Trade Unit (PTI/PST), VERONICAB@iadb.org, +54 11 4323 2359.

TERMS OF REFERENCE

Private Sector, Synergies and Trade Unit (PTI/PST)

1.2. Senior Research Consultant – Japan–LAC Economic Engagement: Historical Analysis and Lessons Learned

Post of Duty: remote

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 senior, analytical, and highly detail-oriented Senior Research Consultant. As the Senior Research Consultant, you will lead the preparation of a publication-quality retrospective study on Japan’s trade, investment, and broader economic engagement with Latin America and the Caribbean (LAC) over the past 50 years, combining rigorous evidence with a clear narrative approach.

You will work in the Private Sector, Synergies and Trade Unit (PST) within the Productivity, Trade and Innovation Sector (PTI). PST is responsible for advancing private-sector engagement, trade, and strategic partnerships that support sustainable growth and deeper economic integration in LAC.

What you’ll do:

- Lead the research design and overall drafting of a publication-quality 50-year retrospective study on Japan–LAC economic engagement.
- Compile, clean, and analyze historical data on trade, investment, and economic cooperation using IDB and international sources.
- Develop a clear analytical framework to interpret long-term patterns, turning points, and structural drivers shaping Japan–LAC relations.
- Draft narrative chapters integrating quantitative evidence with qualitative insights and key institutional milestones.
- Prepare country and subregional perspectives and identify sectoral patterns and shifts, including value-chain dynamics where relevant.
- Design and write publication-ready case studies of Japanese companies and long-term partnerships in LAC.
- To ensure coherence across the Technical Cooperation, conduct a targeted technical consistency review against the analytical work produced under the parallel Component 1, with the sole purpose of aligning scope boundaries, key assumptions, terminology, and analytical references, and avoiding duplication.
- Incorporate technical and editorial comments from the IDB team and deliver final products ready for external dissemination, aligned with IDB quality and editorial standards.

Deliverables and Payments Timeline:

Click or tap here to enter text.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Deliverable #1 – Work plan	10%	15 calendar days after contract signature

Deliverable #2 – Conceptual Framework and Preliminary Analysis	20%	45 calendar days after contract signature
Deliverable #3 – Draft Report	35%	100 calendar days after contract signature
Deliverable #4 – Final Report	25%	130 calendar days after contract signature
Deliverable #5 – Executive Presentation	10%	130 calendar days after contract signature

What you'll need

- **Education:** Ph.D.'s degree in Economics, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 10 years of progressive experience conducting economic, analytical, or research-based work related to international trade, investment, development cooperation, or Japan–LAC economic relations.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

Key skills:

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 12 months
- **Work Location:** Remote.

Our culture

At the IDB Group we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions.

Diversity, Equity, Inclusion and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at diversity@iadb.org to request reasonable accommodation to complete this application.

Our Human Resources Team reviews carefully every application.

About the IDB Group

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

About IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

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TERMS OF REFERENCE

Private Sector, Synergies and Trade Unit (PTI/PST)

1.3. Local Firm to Provide Logistics Support for the Japan–LAC Regional Technical Seminar

Country: Japan

Project Number: RG-T4897-P0001

Technical Cooperation Number RG-T4897

convergence.iadb.org/Operation/RG-T4897

Technical Cooperation Name: Japan-LAC Business and Financial Partnership Initiative

1. Background and Justification

- 1.1. Over recent decades, economic relations between Japan and Latin America and the Caribbean (LAC) have expanded through trade, investment, and private-sector engagement across strategic sectors. As part of the Japan–LAC Technical Cooperation, the Inter-American Development Bank (IDB) is supporting a set of activities aimed at strengthening dialogue, identifying business opportunities, and fostering collaboration between Japanese and LAC stakeholders.
- 1.2. Within this framework, the IDB will organize a Japan–LAC Regional Technical Seminar in Brazil, designed to serve as a regional platform for engagement with Japanese companies already operating in or exploring opportunities in LAC, as well as LAC public- and private-sector counterparts.
- 1.3. Brazil has been identified as a strategic location for this activity due to its role as a major economic center, its connectivity, and its relevance for regional business and institutional engagement.
- 1.4. To ensure the successful planning and execution of the Japan–LAC Regional Technical Seminar in Brazil, the IDB will engage a local event production firm to provide integrated logistical, technical, and production support in line with IDB standards and the expectations of a high-level international audience.

2. Objectives

- 2.1. The objective of this contract is to provide integrated event production and logistical support and technology for the design, preparation, organization, and execution of the Japan–LAC Regional Technical Seminar in Brazil tentatively in May.

3. Scope of Services

- 3.1. The selected firm will provide comprehensive local production and logistical support required for the successful execution of the Japan–LAC Regional Technical Seminar.
- 3.2. The firm will be responsible for coordinating all local logistical and technical aspects of the event, including venue-related arrangements, production services, equipment, staffing, and on-site execution.
- 3.3. The firm shall maintain close and continuous coordination with the IDB organizing team throughout the preparation, execution, and post-event phases.

4. Key Activities

4.1. The selected firm is expected to carry out, at a minimum, the following activities:

- i. Event planning and production, including concept development support, preparation of a master production plan, timelines, and cost estimates.
- ii. Coordination with the selected venue, including room configuration, setup, catering coordination (if applicable), and compliance with venue requirements.
- iii. Provision and coordination of technical production services, including audiovisual equipment, sound, lighting, screens, interpretation services (if required), and internet connectivity.
- iv. Production of event materials, including visual identity adaptation, signage, banners, badges, printed materials, and participant kits, following IDB branding guidelines.
- v. On-site event management, including assignment and coordination of producers, event coordinators, technical staff, and support personnel.
- vi. Logistical support during the event, ensuring adherence to the event agenda and minute-by-minute execution.
- vii. Coordination of photography and video coverage of key sessions and activities, in compliance with data protection and consent requirements.
- viii. Preparation and submission of a final report summarizing activities delivered and key operational results.
- ix. Other relevant tasks required during the preparation, execution, and follow-up of the event.

5. Expected Outcome and Deliverables

5.1. The expected outcome is to have representatives from the public and the private sectors from Japan and LAC engage in a productive and seamless manner, under an in-person and virtual hybrid format, to analyze how to strengthen and expand trade and cooperation ties between Asia, particularly Japan, and LAC. This outcome will be achieved through the successful delivery of a high-quality Japan–LAC Regional Technical Seminar in Brazil, fostering effective dialogue and engagement among Japanese and LAC stakeholders. The firm is expected to deliver the following outputs:

- i. A master event production and logistics work plan, including a detailed timeline and budget.
- ii. All production and logistical services required for the execution of the seminar.
- iii. A final report outlining services delivered, participation metrics, and key operational observations.

6. Project Schedule and Milestones

6.1. The contract is expected to be signed sufficiently in advance of the seminar date, to be defined by the IDB.

6.2. The firm shall submit the master work plan and detailed budget no later than two (2) weeks after contract signature.

6.3. The final report shall be submitted no later than four (4) weeks after completion of the event.

7. Reporting Requirements

7.1. The firm shall submit the work plan, budget, and final report in English, unless otherwise agreed with the IDB.

7.2. The firm shall participate in coordination meetings with the IDB as required during the preparation and execution phases.

8. Acceptance Criteria

8.1. Demonstrated experience of at least ten (10) years in organizing and producing high-visibility international events, conferences, or forums.

8.2. Proven experience working with government officials, private-sector executives, and international organizations.

8.3. Demonstrated experience delivering similar services for at least two (2) comparable events within the last five (5) years.

8.4. Availability to provide services in Brazil, during the stipulated dates of the event.

9. Other Requirements

9.1. Ability to communicate fluently in English and Portuguese. Knowledge of Spanish is an asset.

9.2. The firm must have the operational capacity, human resources, and technical equipment required to deliver the services within the agreed budget.

10. Payment Schedule

10.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank 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.

Payment Schedule	
Deliverable	%
Work plan and detailed budget	35%
Event execution	50%
Final report	15%
TOTAL	100%

11. Supervision

- 11.1. The firm will report to Itzel Barrón, Sector Specialist, Private Sector, Synergies, and Trade Unit, Productivity, Trade and Innovation Sector (PTI/PST), Inter-American Development Bank (itzelb@iadb.org), who will be responsible for providing guidance, reviewing and approving deliverables, and authorizing payments.
- 11.2. Additional Contacts: Veronica Freytag, Resource Planning & Admin Associate, Private Sector, Synergies and Trade Unit (PTI/PST), VERONICAB@iadb.org, +54 11 4323 2359.

TERMS OF REFERENCE
Private Sector, Synergies and Trade Unit (PTI/PST)

1.4. Specialized Provider for the Venue and Catering Logistics of the Japan-LAC Regional Technical Seminar - São Paulo, Brazil

Country: Japan

Project Number: RG-T4897-P0001

Technical Cooperation Number RG-T4897

convergence.iadb.org/Operation/RG-T4897

Technical Cooperation Name: Japan-LAC Business and Financial Partnership Initiative

1. Background and Justification

- 1.1. Over recent decades, economic relations between Japan and Latin America and the Caribbean (LAC) have expanded steadily through trade, investment, and private-sector engagement across strategic sectors. As global value chains evolve and economic linkages deepen, there is growing interest in strengthening Japan–LAC collaboration through dialogue, business engagement, and institutional coordination.
- 1.2. Within the framework of the Japan–LAC Technical Cooperation, the Inter-American Development Bank (IDB) is organizing a high-level Japan–LAC Regional Technical Seminar to be held in São Paulo, Brazil. The seminar will serve as a platform to facilitate dialogue among Japanese and LAC private-sector representatives, government officials, and institutional stakeholders, with a focus on investment, business opportunities, and economic cooperation.
- 1.3. São Paulo has been identified as a strategic location for this activity due to its role as a regional economic hub and the presence of Japanese companies, business networks, and institutional partners active across Latin America and the Caribbean.
- 1.4. To ensure the successful execution of the Japan–LAC Regional Technical Seminar, the IDB will engage a specialized provider to deliver venue, catering, and associated logistical services. These services are required to support the organization of a high-level, international event consistent with IDB standards and the expectations of public and private-sector participants.

2. Objectives

- 2.1. The main objective of these non-consulting services is to provide specialized venue and catering logistics support required for the successful execution of the Japan–LAC Business Seminar in Brazil.

3. Scope of Services

- 3.1. The selected provider will be responsible for delivering the necessary logistical services to secure and manage the main seminar venue and any auxiliary meeting spaces, as well as catering services and associated production requirements.
- 3.2. The provider will manage all local logistical arrangements related to venue setup, catering coordination, and on-site execution to ensure the smooth and timely delivery of the seminar.

3.3. The provider shall maintain close and continuous communication with the supervising IDB team on all logistical and operational matters related to the event.

4. **Key Activities**

4.1. The selected provider is expected to perform the following activities:

- i. Event planning, including concept support, master logistics planning, quotation submission, and cost estimates.
- ii. Identification and securing of an appropriate venue and associated catering services.
- iii. Coordination with the selected venue, including room layouts, setup, catering arrangements, and scheduling.
- iv. Provision of integrated logistical support throughout the planned seminar activities.
- v. Management of on-site personnel, including venue and catering coordinators and support staff.
- vi. Preparation of a final summary report following completion of the event.

5. **Expected Outcome and Deliverables**

5.1. The expected outcome is the successful identification and facilitation of an appropriate venue and associated food and beverage services in São Paulo, Brazil, for a high-level business seminar designed to foster dialogue between Japanese and LAC private-sector and institutional representatives.

5.2. The provider is expected to produce the following deliverables:

- i. A master logistics work plan with a detailed schedule for the execution of the planned activities.
- ii. A final summary report outlining services delivered and key operational outcomes, including participation metrics.

6. **Project Schedule and Milestones**

6.1. The IDB and the selected provider will seek to sign the contract in advance of the seminar dates to be defined by the Bank.

6.2. The provider shall submit the master logistics work plan no later than two (2) weeks after contract signature.

6.3. The final summary report shall be submitted no later than three (3) weeks after the conclusion of the event.

7. **Reporting Requirements**

7.1. The provider shall submit the logistics work plan and final report in English, unless otherwise agreed with the IDB.

8. **Acceptance Criteria**

- 8.1. The provider must demonstrate at least ten (10) years of experience organizing and supporting large international conferences, conventions, or high-visibility events.
- 8.2. Demonstrated experience working with senior government officials, private-sector executives, and international organizations within the past three (3) years.
- 8.3. Demonstrated experience providing similar services for at least two (2) events of comparable scale within the last five (5) years.
- 8.4. Availability to render services during the stipulated dates of the Japan–LAC Business Seminar in São Paulo, Brazil.

9. Other Requirements

- 9.1. Payments will be made in United States dollars (USD).

10. Payment Schedule

- 10.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank 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.

Payment Schedule	
Deliverable	%
1. Master logistic work plan	30%
2. Progress report within 4 weeks of acceptance of master logistic work plan.	40%
3. Final summary report with achieved results, within four weeks after the execution	30%
TOTAL	100%

11. Supervision

- 11.1. The firm will report to the following points of contact to receive feedback, approvals, or any other instructions: Main Contact: Itzel Barron, Sector Specialist, Private Sector, Synergies and Trade Unit (PTI/PST), ITZELB@IADB.ORG. Additional Contact: Veronica Freytag, Resource Planning & Admin Associate, Private Sector, Synergies and Trade Unit (PTI/PST), VERONICAB@iadb.org, +54 11 4323 2359

TERMS OF REFERENCE

Private Sector, Synergies and Trade Unit (PTI/PST)

1.5. Specialized Provider for the Venue and Catering Logistics of the Japan-LAC Business Forum – Tokyo, Japan

Country: Japan

Project Number: RG-T4897-P0001

Technical Cooperation Number RG-T4897

convergence.iadb.org/Operation/RG-T4897

Technical Cooperation Name: Japan-LAC Business and Financial Partnership Initiative

1. Background and Justification

- 1.1. Over the past decades, economic relations between Japan and Latin America and the Caribbean (LAC) have expanded steadily through trade, investment, and private-sector engagement across a wide range of strategic sectors. As global economic dynamics evolve, there is growing interest in deepening Japan–LAC collaboration through structured dialogue, trade promotion, procurement visibility, and investment facilitation.
- 1.2. Within the framework of the Japan–LAC Technical Cooperation, the Inter-American Development Bank (IDB) will organize the **Japan–LAC Business Forum in Tokyo**, which will serve as the culminating platform for high-level dialogue, trade promotion, procurement visibility, and investment matchmaking between Japan and LAC. The Forum will bring together senior representatives from the private sector, government institutions, financial entities, and international organizations to advance concrete business and investment opportunities across priority sectors.
- 1.3. Together with the analytical and strategic deliverables produced under Component 1 of the Technical Cooperation, the Japan–LAC Business Forum in Tokyo aims to deepen Japan–LAC collaboration, maximize complementarities across priority sectors, and position the IDB Group as a key convening and financing partner for Japanese engagement in Latin America and the Caribbean.
- 1.4. To ensure the successful execution of the Japan–LAC Business Forum, the IDB will engage a specialized provider to deliver venue, technical production, and catering services. These services will support the organization of a high-level international event consistent with IDB standards and the expectations of senior public- and private-sector participants.

2. Objectives

- 2.1. The main objective of these non-consulting services is to provide specialized venue and catering logistics support required for the successful execution of the Japan–LAC Business Forum in Tokyo, Japan.

3. Scope of Services

- 3.1. The selected provider will be responsible for securing and managing the main Forum venue and any auxiliary meeting spaces, as well as delivering integrated technical production and catering services.
- 3.2. The scope of services shall include all technical requirements necessary for the delivery of plenary sessions, parallel sessions, and networking activities, including audiovisual equipment, connectivity, and on-site technical coordination.
- 3.3. The provider will manage all local logistical arrangements related to venue setup, technical production, catering coordination, and minute-by-minute technical execution of the Forum agenda.
- 3.4. The scope of services explicitly excludes participant registration, guest-facing services, business matchmaking coordination, and the provision of interpreters. Interpretation booths and related technical infrastructure shall be provided by the venue, while interpretation personnel will be contracted separately.
- 3.5. The provider shall maintain close and continuous communication with the supervising IDB team on all logistical, technical, and operational matters related to the event.

4. Key Activities

- 4.1. The selected provider is expected to perform the following activities:
 - iii. Event planning support, including concept coordination, preparation of a master logistics plan, quotation submission, and cost estimates.
 - iv. Provision and management of the Forum venue and associated spaces, including room layouts, stage setup, seating arrangements, and catering areas.
 - v. Provision of integrated audiovisual and technical production services, including sound systems, microphones, screens, video projection, recording (if required), connectivity, and technical rehearsals.
 - vi. On-site technical coordination and minute-by-minute management of the Forum agenda, ensuring seamless transitions between sessions and prompt resolution of technical issues.
 - vii. Coordination and delivery of catering services in accordance with the event schedule and IDB requirements.
 - viii. Management of venue and technical staff, including technical operators, audiovisual technicians, and venue coordinators.

5. Expected Outcome and Deliverables

- 5.1. The expected outcome is the successful delivery of venue, technical production, and catering services required to host a high-quality Japan–LAC Business Forum in Tokyo.
- 5.2. The provider is expected to produce the following deliverables:
 - i. Master logistics and technical production work plan, including schedules and technical specifications.
 - ii. Delivery of venue, technical production, and catering services during the Forum.

6. Project Schedule and Milestones

- 6.1. The IDB and the selected provider will seek to sign the contract in advance of the Forum dates to be defined by the Bank.
- 6.2. The provider shall submit the master logistics work plan no later than two (2) weeks after contract signature.
- 6.3. The final summary report shall be submitted no later than three (3) weeks after the conclusion of the event.

7. Reporting Requirements

- 7.1. The provider shall submit the logistics work plan and final report in English, unless otherwise agreed with the IDB.

8. Acceptance Criteria

- 8.1. The provider must demonstrate at least ten (10) years of experience organizing and supporting large international conferences, conventions, or high-visibility events.
- 8.2. Demonstrated experience working with senior government officials, private-sector executives, and international organizations within the past three (3) years.
- 8.3. Demonstrated experience providing similar services for at least two (2) events of comparable scale within the last five (5) years.
- 8.4. Availability to render services during the stipulated dates of the Japan–LAC Business Forum in Tokyo, Japan.

9. Other Requirements

- 9.1. Payments will be made in United States dollars (USD), unless otherwise agreed by the Bank in accordance with applicable policies.

10. Payment Schedule

- 10.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank 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.

Payment Schedule	
Deliverable	%
3. Master logistic work plan	30%
4. Progress report within 4 weeks of acceptance of master logistic work plan.	40%
4. Final summary report with achieved results, within four weeks after the execution	30%

TOTAL	100%
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11. Supervision

11.1. The firm will report to the following points of contact to receive feedback, approvals, or any other instructions: Main Contact: Itzel Barron, Sector Specialist, Private Sector, Synergies and Trade Unit (PTI/PST), ITZELB@IADB.ORG. Additional Contact: Veronica Freytag, Resource Planning & Admin Associate, Private Sector, Synergies and Trade Unit (PTI/PST), VERONICAB@iadb.org, +54 11 4323 2359

TERMS OF REFERENCE

Private Sector, Synergies and Trade Unit (PTI/PST)

1.6. Local Firm to Provide Logistics Support Guest Services, Interpretation Support, and Business Matchmaking for the Japan–LAC Business Forum Tokyo, Japan

Country: Japan

Project Number: RG-T4897-P0001

Technical Cooperation Number RG-T4897

convergence.iadb.org/Operation/RG-T4897

Technical Cooperation Name: Japan-LAC Business and Financial Partnership Initiative

1. Background and Justification

- 1.1.** Over recent decades, economic relations between Japan and Latin America and the Caribbean (LAC) have expanded steadily through trade, investment, and private-sector engagement across strategic sectors. As part of the Japan–LAC Technical Cooperation, the Inter-American Development Bank (IDB) is supporting a series of analytical and convening activities aimed at deepening Japan–LAC collaboration and fostering concrete business and investment outcomes.
- 1.2.** Within this framework, the IDB will organize the Japan–LAC Business Forum in Tokyo, which will serve as the culminating platform for high-level dialogue, trade promotion, procurement visibility, and investment matchmaking between Japanese and LAC stakeholders.
- 1.3.** The Forum is expected to convene senior representatives from Japanese corporations, financial institutions, government agencies, business associations, as well as public- and private-sector actors from LAC. In addition to plenary and thematic sessions, the Forum will feature a structured 1-on-1 business matchmaking program designed to facilitate concrete commercial and investment discussions.
- 1.4.** To ensure the smooth delivery of the Forum and its business matchmaking activities, the IDB will engage a local firm in Japan to provide guest services, interpretation support, operational coordination, and business matchmaking assistance, complementing the technical and production services provided directly by the selected venue.

2. Objectives

- 2.1.** The objective of this contract is to provide on-site guest services, interpretation support, and business matchmaking assistance for the preparation and execution of the Japan–LAC Business Forum in Tokyo, Japan.
- 2.2.** The services will support participant experience, stakeholder engagement, and the effective delivery of structured 1-on-1 business meetings between Japanese companies and LAC counterparts.

3. Scope of Services

- 3.1. The selected firm will provide local operational and guest-facing support required for the successful execution of the Japan–LAC Business Forum, excluding technical production and audiovisual services, which will be provided directly by the venue.
- 3.2. The firm's scope will focus on participant services, coordination support, interpretation staffing, and the design and operation of the business matchmaking component.
- 3.3. The firm will also support the design, coordination, and operation of the business matchmaking program, including outreach to Japanese companies, scheduling of meetings, and post-event reporting.
- 3.4. The firm shall maintain close and continuous coordination with the IDB organizing team throughout the preparation, execution, and follow-up phases.

4. Key Activities

- 4.1. Support the preparation of an operational work plan covering guest services, staffing, interpretation, registration, and matchmaking activities, in coordination with the IDB.
- 4.2. Coordinate participant registration and on-site guest services, including front-desk support, badge distribution, participant flow, and general attendee assistance.
- 4.3. Provide on-site staff to support speakers, moderators, and participants during plenary sessions, parallel sessions, and networking activities.
- 4.4. Coordinate and provide professional interpreters for the Forum, ensuring coverage aligned with the agenda and session requirements. (Interpretation booths and technical equipment will be provided by the venue.)
- 4.5. Support the organization and delivery of a structured business matchmaking program, including outreach to Japanese companies, participant profiling, scheduling of 1-on-1 meetings, and on-site coordination of meetings.
- 4.6. Support coordination with Japanese private-sector stakeholders participating in the Forum, including confirmations and participation in matchmaking activities.
- 4.7. Provide on-site operational coordination during the Forum to ensure smooth execution of guest-facing and matchmaking activities, in close coordination with the IDB and the venue.
- 4.8. Support for the preparation, printing, and on-site distribution of official event materials, including programs, agendas, signage, and other documents, as requested by the IDB.
- 4.9. Coordination and provision of a professional Master of Ceremonies to support the formal flow of plenary sessions and protocol segments of the Forum.
- 4.10. On-site staffing support for official receptions and networking activities associated with the Forum.

- 4.11. Provision or coordination of complementary technical services not included in the venue package, such as additional audiovisual equipment, connectivity solutions, or other operational requirements, as needed.
- 4.12. On-site operational support for participant check-in and registration, including attendee verification and badge distribution.
- 4.13. Coordination of photography and video recording services to document Forum sessions and key activities, including post-event delivery of visual materials.
- 4.14. Coordination of live streaming or hybrid transmission services for selected sessions, where applicable.
- 4.15. Coordination of local transportation services for speakers and participants, including transfers to and from the airport and official hotels, as required.
- 4.16. Collect basic participation data and feedback related to Forum attendance and matchmaking activities, as requested by the IDB.
- 4.17. Prepare a brief final summary report outlining services delivered, matchmaking activities, and participation metrics.

5. **Expected Outcome and Deliverables**

- 5.1. The expected outcome is the smooth execution of the Japan–LAC Business Forum in Tokyo, supported by effective guest services, interpretation support, and a structured business matchmaking component.
- 5.2. The firm is expected to deliver the following outputs:
 - i. Operational work plan for guest services, interpretation, and matchmaking activities.
 - ii. On-site delivery of guest services, interpretation support, and business matchmaking coordination during the Forum.
 - iii. Final summary report covering operational delivery, matchmaking activities, and key participation metrics.

6. **Project Schedule and Milestones**

- 6.1. The contract is expected to commence upon signature and conclude following submission and approval of the final report.
- 6.2. The firm shall submit the master work plan no later than two (2) weeks after contract signature.
- 6.3. The final report shall be submitted no later than four (4) weeks after completion of the Forum.

7. **Reporting Requirements**

- 7.1. The firm shall submit all reports and deliverables in English, unless otherwise agreed with the IDB.

7.2. The firm shall participate in coordination meetings with the IDB during the preparation, execution, and follow-up phases, as required.

8. Acceptance Criteria

8.1. Demonstrated experience of at least ten (10) years in organizing and producing large-scale international business events or forums in Japan.

8.2. Proven experience working with senior government officials, private-sector executives, and international organizations.

8.3. Demonstrated experience designing and implementing structured business matchmaking or B2B meeting programs.

8.4. Demonstrated ability to engage Japanese private-sector stakeholders and coordinate meetings with foreign counterparts.

8.5. Availability to provide services in Tokyo, Japan, during the stipulated dates of the Forum.

9. Other Requirements

9.1. Ability to communicate fluently in English and Japanese. Knowledge of Spanish or Portuguese is an asset.

9.2. The firm must have the operational capacity, networks, and technical systems required to deliver both event production and matchmaking services.

10. Payment Schedule

10.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank 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.

Payment Schedule	
Deliverable	%
Work plan and detailed budget	35%
Event execution	50%
Final report	15%
TOTAL	100%

11. Supervision

11.1. The firm will report to Itzel Barrón, Sector Specialist, Private Sector Synergies and Trade, Productivity, Trade and Innovation Sector (PTI/PST), Inter-American Development Bank (itzelb@iadb.org), who will be responsible for providing guidance, reviewing and approving deliverables, and authorizing payments.

11.2. Additional Contacts: Veronica Freytag, Resource Planning & Admin Associate, Private Sector, Synergies and Trade Unit (PTI/PST), VERONICAB@iadb.org, +54 11 4323 2359

TERMS OF REFERENCE

Private Sector, Synergies and Trade Unit (PTI/PST)

1.7. Business Research and Dissemination Support for Japanese Engagement in Latin America and the Caribbean (LAC)

Country: Japan

Project Number: RG-T4897-P0001

Technical Cooperation Number RG-T4897

convergence.iadb.org/Operation/RG-T4897

Technical Cooperation Name: Japan-LAC Business and Financial Partnership Initiative

1. Background and Justification

- 1.1. Japan and Latin America and the Caribbean (LAC) share a long-standing economic relationship supported by complementary strengths, evolving trade patterns, technological collaboration, and growing private-sector interest. In recent years, global shifts in supply chains, digital transformation, climate action, and the energy transition have opened new opportunities for deepened Japan–LAC engagement.
- 1.2. In the context of the Technical Cooperation “Japan–LAC Business and Financial Partnership Initiative” (RG-T4897), the Inter-American Development Bank (IDB) is implementing a structured analytical and engagement framework to identify and advance concrete business and investment opportunities between Japan and Latin America and the Caribbean (LAC), commemorating the 50th anniversary of Japan’s accession to the IDB.
- 1.3. The Technical Cooperation supports a multi-pronged approach that combines analytical work, structured private-sector engagement, and targeted outreach activities to advance concrete business and investment opportunities between Japan and Latin America and the Caribbean (LAC). This approach includes the development of analytical frameworks and business surveys to identify sector-specific opportunities, as well as awareness-raising and engagement efforts in Japan, conducted in coordination with relevant stakeholders, to promote the Japan–LAC Business Forum, the Japan–LAC Business Platform, and the IDB Group’s role as a facilitator of business and investment opportunities.
- 1.4. In this context, the IDB seeks to engage a qualified firm to provide specialized business-oriented and institutional inputs that complement the activities implemented under the Japan–LAC Business and Financial Partnership Initiative. The firm will leverage its experience engaging with Japanese companies, trade associations, and private-sector networks to contribute practical insights, validation perspectives, and strategic guidance that support the effective implementation and external positioning of the Initiative in Japan.

2. Objectives

- 2.1. The objective of this engagement is to support the implementation of the Japan–LAC Business and Financial Partnership Initiative by providing strategic, business-oriented, and engagement-related inputs that strengthen the identification, validation, and promotion of business and investment opportunities for Japanese private-sector stakeholders in Latin America and the Caribbean (LAC).

- 2.2. In support of this objective, the firm will contribute specialized perspectives derived from its experience engaging with Japanese companies, trade associations, and institutional actors, providing practical business insights and contextual understanding relevant to Japan–LAC engagement. These inputs will complement ongoing analytical and engagement activities under the Initiative and support the effective positioning of the Initiative among Japanese private-sector stakeholders.
- 2.3. The firm’s contributions may include inputs to analytical tools, surveys, engagement materials, and outreach and dissemination activities, as relevant, with a focus on priority sectors such as infrastructure, critical minerals, renewable energy, agriculture (agribusiness), and health and medical-related industries (silver economy). The firm will support the translation of analytical findings into actionable insights and messages that can inform subsequent engagement, dialogue, and implementation activities under the Initiative.

3. **Scope of Services**

3.1. The consultancy will provide business-oriented, and engagement-related inputs to support the implementation of the Japan–LAC Business and Financial Partnership Initiative. The scope of services will contribute to analytical activities, stakeholder engagement, and outreach efforts, with the objective of strengthening opportunity identification, validation, and the positioning of the Initiative among Japanese private-sector stakeholders, as well as Latin American and Caribbean stakeholders with business interests in Japan.

3.2. **Strategic Research and Analysis**

- i. Provide strategic inputs to inform analytical tools, assessments, and surveys developed under the Initiative, including guidance on scope, structure, and sectoral focus.
- ii. Review interim analytical findings and selected outputs and provide expert feedback from a Japanese business and institutional perspective.

3.3. **Stakeholder Engagement and Coordination**

- i. Designate a focal point to coordinate with the IDB Office in Asia and other relevant stakeholders, as required.
- ii. Participate in technical and strategic discussions related to analytical, engagement, and outreach activities under the Initiative, providing expert inputs and guidance at key stages.

3.4. **Outreach and Dissemination**

- i. Contribute inputs to the mapping of Japanese public institutions, trade associations, and relevant binational and bi-regional business organizations supporting Japan-LAC business engagement.
- ii. Provide strategic inputs on the IDB Group’s collaboration potential, engagement approaches, and positioning to promote Japanese private-sector participation and awareness of business opportunities in LAC.
- iii. Support the dissemination of IDB Group’s activities among Japanese stakeholders with interest in LAC, and LAC stakeholders with interest in Japan.

4. **Key Activities**

4.1. Provide strategic inputs and expert guidance to support analytical, engagement, and outreach activities under the Japan–LAC Business and Financial Partnership Initiative, including contributions to surveys, analytical tools, and engagement materials, and dissemination products, as relevant.

- 4.2. Review interim analytical findings and selected outputs and provide structured feedback from a Japanese business and institutional perspective.
- 4.3. Participate in coordination meetings and technical and strategic discussions with the IDB Office in Asia and other relevant stakeholders, as required.
- 4.4. Support stakeholder mapping and engagement efforts by providing inputs on relevant Japanese public institutions, trade associations, business networks, and private-sector actors.
- 4.5. Contribute to the development and dissemination of strategic considerations, engagement approaches, and outreach messages to promote awareness of IDB Group and activities business and investment opportunities in LAC among Japanese stakeholders, as well as opportunities in Japan among LAC stakeholders.

5. **Expected Outcome and Deliverables**

- 5.1. The expected outcome of this engagement is to enhance the strategic relevance, coherence, and practical applicability of analytical, engagement, and outreach outputs developed under the Japan–LAC Business and Financial Partnership Initiative, by incorporating specialized business, institutional, and market-oriented perspectives related to Japanese private-sector engagement in LAC, and by strengthening their dissemination and positioning among relevant stakeholders in Japan and LAC.
- 5.2. Through the provision of strategic inputs and expert feedback, the firm will support the alignment of analytical tools, engagement materials, and outreach messages with Japanese corporate practices, sectoral dynamics, and institutional contexts, and contribute to their effective dissemination and use in subsequent engagement, positioning, and implementation activities under the Initiative, including the approach to supporting dissemination and awareness-raising among Japanese and LAC stakeholders.
- 5.3. Deliverable #1 – Work Plan and Engagement Approach Note: This deliverable will outline the proposed work plan, engagement approach, and coordination mechanisms for the engagement. It will describe how strategic inputs, expert reviews, and stakeholder engagement and outreach support will be provided throughout the implementation of the Initiative.
- 5.4. Deliverable #2 – Strategic Inputs on Analytical Tools and Initiative Materials: This deliverable will consist of written strategic inputs to inform the design and refinement of analytical tools, surveys, and selected engagement or outreach materials developed under the Initiative. It will include comments on scope, structure, sectoral focus, and alignment with Japanese corporate practices and institutional contexts, as well as considerations to enhance clarity, positioning, and usability for dissemination to target audiences.
- 5.5. Deliverable #3 – Interim Review and Expert Feedback: This deliverable will provide structured expert feedback on interim analytical outputs, engagement materials, and selected outreach products produced under the Initiative. The review will focus on the relevance, coherence, and applicability of the outputs from a Japanese business and institutional perspective, including their effectiveness for communication, outreach, and dissemination purposes.
- 5.6. Deliverable #4 – Final Strategic Inputs and Synthesis Note: This deliverable will consolidate key strategic inputs, stakeholder-related considerations, and lessons learned generated throughout the engagement. It will provide a concise synthesis of findings and recommendations to support the finalization of Initiative outputs and inform subsequent engagement, outreach, dissemination, and implementation activities.

6. **Project Schedule and Milestones**

- 6.1. The engagement is expected to have a duration of up to twelve (12) months from the date of contract signature. The implementation period will be aligned with the overall planning cycle and sequencing of activities under the Japan–LAC Business and Financial Partnership Initiative.
- 6.2. Engagement, outreach, and analytical support activities may take place throughout the duration of the engagement. The timing of deliverables reflects key synthesis and coordination points and does not preclude ongoing stakeholder engagement, consultation, or research activities conducted by the firm as part of the agreed scope of services.

7. Reporting Requirements

- 7.1. The project lead of the consulting firm shall work in close coordination with PTI/PST, GPS/GPS, and relevant IDB specialists throughout the duration of the consultancy to ensure alignment on scope, methodology, sequencing of activities, and preliminary findings. Regular technical meetings will be held to review progress, validate interim outputs, and support the timely delivery of front-loaded analytical work and subsequent accompanying support activities.
- 7.2. The consulting firm shall submit high-quality deliverables that meet professional standards and reflect sufficient analytical depth, methodological rigor, and clarity. Deliverables will be produced on a rolling basis, consistent with the phased implementation of the consultancy (strategy examination, opportunity screening, validation, and accompanying support).
- 7.3. All reports and deliverables must be submitted to the Bank in electronic, editable format (PPT or Word, as specified for each deliverable). Each submission shall include a cover page, main document, and all annexes. Compressed Zip files will not be accepted as final submissions in accordance with the Bank's Records Management Section requirements.
- 7.4. All reports, presentations, and communications associated with this consultancy shall be prepared and delivered in English, unless otherwise agreed in writing with the IDB.

8. Acceptance Criteria

- 8.1. Deliverables will be reviewed and approved by the PTI/PST technical team and accepted only if they comply with the scope, activities, and quality standards established in these Terms of Reference and agreed during the planning phase.
- 8.2. The consulting firm shall submit deliverables with sufficient advance time to allow for technical review and approval in accordance with the agreed project schedule.
- 8.3. The consulting firm shall incorporate all comments and revisions requested by the IDB. Revised deliverables must reflect the agreed adjustments and meet the Bank's quality standards.
- 8.4. Acceptance of deliverables will be confirmed in writing by the IDB task team leader or the designated supervisor, who is authorized to approve the outputs of this consultancy.

9. Consulting Firm and Team Requirements

- 9.1. The consulting firm shall demonstrate the qualifications, experience, and organizational capacity necessary to successfully deliver the scope of work described in these Terms of Reference. The following criteria will guide the selection process:
 - i. Extensive experience conducting multi-sector analytical and strategic assignments involving Japan and foreign markets, including work for Japanese public institutions such as JICA, METI, or equivalent agencies, or for international organizations engaging with Japan's private sector.

- ii. Proven expertise in Japan’s private-sector landscape, including demonstrated understanding of Japanese corporate decision-making, investment patterns, sectoral priorities, and business-engagement mechanisms relevant to overseas markets.
- iii. Documented experience identifying, assessing, and promoting investment and business opportunities across multiple sectors, using analytical tools, structured methodologies, or established market-screening and engagement frameworks applicable to Japan–LAC collaboration.
- iv. Established networks and demonstrated ability to engage with key stakeholders in Japan, including ministries, agencies, trade and business associations, corporate groups, innovation institutions, accelerators, and other private-sector actors.
- v. Experience organizing, supporting, or contributing to Japan–foreign business engagement and outreach initiatives, such as bilateral forums, investment promotion events, business-matching programs, awareness-raising activities, or market-entry preparation for Japanese companies.
- vi. Operational presence or proven execution capacity in both Japan and Latin America, enabling the firm to accurately assess institutional environments, regulatory conditions, market characteristics, and business practices in both regions.
- vii. A multidisciplinary team including specialists in economics, business strategy, international trade and investment, sectoral analysis, and Japanese private-sector engagement. Fluency in English is required; fluency in Japanese is strongly preferred. Familiarity with Spanish or Portuguese is an asset.
- viii. Key personnel should demonstrate:
 - at least 10 years of relevant professional experience;
 - prior work leading complex analytical and engagement-oriented assignments for governments or international organizations;
 - strong communication skills for preparing high-quality reports, engagement materials, and executive presentations;
 - ability to work under tight deadlines while maintaining high professional standards;
 - the capacity to handle sensitive information with discretion.

10. Other Requirements

- 10.1.** Any interviews, meetings, or consultations involving external stakeholders shall be coordinated in advance with the IDB team. The consulting firm may be required to participate in virtual meetings hosted through IDB-approved platforms.
- 10.2.** If travel becomes necessary to complete the scope of work, it must be pre-approved by the IDB and conducted in accordance with Bank policies and relevant country health and safety guidelines

11. Payment Schedule

- 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 - Work Plan and Engagement Approach Note	20%
Deliverable #2 - Strategic Inputs on Analytical Tools and Initiative Materials	25%
Deliverable #3 - Interim Review and Expert Feedback	30%
Deliverable #4 - Final Strategic Inputs and Synthesis Note	25%

12. Supervision

- 12.1.** The supervision of the project and the receipt of all deliverables, progress updates, reports, and invoices contemplated in these Terms of Reference will be the responsibility of Itzel Barron, Sector Specialist, Private Sector, Synergies, and Trade Unit, Productivity, Trade, and Innovation Sector (PTI/PST).

TERMS OF REFERENCE

Private Sector, Synergies and Trade Unit (PTI/PST)

1.8. Commemorative Audiovisual Production: “Japan–IDB Partnership: 50 Years of Engagement in Latin America and the Caribbean”

Country: Japan

Project Number: RG-T4897-P0001

Technical Cooperation Number RG-T4897

convergence.iadb.org/Operation/RG-T4897

Technical Cooperation Name: Japan-LAC Business and Financial Partnership Initiative

1. Background and Justification

- 1.1. In the context of the Japan–LAC Business Forum, organized by the Inter-American Development Bank (IDB), the Bank will highlight Japan’s long-standing partnership with the IDB and its contribution to development outcomes in Latin America and the Caribbean (LAC). This effort takes place in the context of the 50th anniversary of Japan’s accession to the IDB, a milestone that underscores Japan’s sustained engagement with the region through the Bank.
- 1.2. Japan’s partnership with the IDB has supported innovation, sustainable and inclusive growth, and knowledge transfer in LAC through trust funds, technical cooperation programs, and financing for projects across sectors such as infrastructure, energy, technology, innovation, and productive development.
- 1.3. The proposed institutional video aims to highlight the strategic relevance of Japan’s partnership with the IDB in LAC, showcase concrete results supported through this collaboration, and frame these achievements within the context of Japan’s long-term engagement with the region through the IDB.

2. Objectives

- 2.1. Produce an institutional audiovisual piece highlighting the scope, relevance, and impact of the Japan–IDB partnership in LAC.
- 2.2. Present concrete examples of emblematic projects and initiatives supported through Japan’s collaboration with the IDB in selected LAC countries.
- 2.3. Communicate the strategic importance of the Japan–IDB partnership for sustainable and inclusive development in the region.
- 2.4. Create audiovisual materials adaptable to multiple formats, including event screenings, internal institutional use, and digital dissemination.

3. Scope of Services

- 3.1. The service includes concept development, scripting, filming, and post-production of two audiovisual pieces in English:

- Master Video: 10–15 minutes
- Summary Video: 3–4 minutes

3.2. Video specifications:

- Format: FHD – 25 FPS – H264
- Intended use: Event screening, IDB internal channels, and digital platforms
- Locations: United States, Japan, and selected LAC countries
- Category: Institutional / Documentary

4. Key Activities

4.1. Pre-production

- Development of the creative concept and narrative approach, in coordination with the IDB.
- Research and narrative treatment based on the conceptual guidance provided by the IDB.
- Preparation of the narrative script and visual proposal, subject to IDB approval.
- Design of a graphic package and animated infographics aligned with IDB institutional standards.
- Preparation of a filming plan coordinated with IDB offices and relevant counterparts.

4.2. Production

- Scouting and sourcing of archival footage, as appropriate.
- Recording of interviews with relevant authorities, experts, and stakeholders in Washington, D.C. and Japan.
- Filming of selected project stories in LAC countries, as identified by the IDB.
- Voice-over recording and associated usage rights for internal use and digital dissemination.
- Selection and licensing of incidental music.

4.3. Post-production

- Editing of both audiovisual pieces.
- Development of up to three animated infographics.
- Color correction and sound mixing.
- Translation and subtitling of local-language content into English, as needed.
- Final mastering and delivery of audiovisual materials.

5. Expected Outcome and Deliverables

5.1. The project is expected to result in the production of high-quality institutional audiovisual materials that document and communicate the strategic relevance and concrete results of the Japan–IDB partnership in Latin America and the Caribbean, in the context of the 50th anniversary of Japan's accession to the IDB. The deliverables associated with the activities described above are as follows:

- a) Approved narrative script and creative concept.
 - This deliverable will include the final narrative script, visual approach, and creative concept for the audiovisual pieces, incorporating feedback and approval from the IDB.
- b) Filming plan and production logistics.
 - A detailed filming plan outlining locations, interviewees, production schedule, and logistical arrangements, coordinated with IDB offices and counterparts.

- c) Master institutional video (10–15 minutes).
 - A fully edited institutional documentary-style video presenting the Japan–IDB partnership, its strategic relevance, and selected project results in LAC, meeting all technical and creative specifications.
- d) Summary video (3–4 minutes).
 - A condensed version of the master video adapted for event use and digital dissemination.
- e) Final audiovisual files and supporting materials.
 - Delivery of master video files, summary video files, English subtitles, and associated graphic and animated elements in the formats specified by the IDB.

6. Project Schedule and Milestones

- 6.1. The contract is expected to be signed sufficiently in advance of the Forum date, to be defined by the IDB.
- 6.2. The firm shall submit the master work plan and detailed budget no later than two (2) weeks after contract signature.
- 6.3. The final report shall be submitted no later than four (4) weeks after completion of the event.

7. Reporting Requirements

- 7.1. The firm shall submit the work plan, budget, and final report in English, unless otherwise agreed with the IDB.
- 7.2. The firm shall participate in coordination meetings with the IDB as required during the preparation and execution phases.

8. Acceptance Criteria

- 8.1. Demonstrated experience of at least ten (10) years in the production of institutional audiovisual content, including documentary-style or corporate videos for international organizations, public-sector institutions, or comparable entities.
- 8.2. Proven experience working with senior government officials, private-sector executives, and representatives of international organizations in the context of audiovisual productions or institutional communications.
- 8.3. Demonstrated experience delivering similar audiovisual services for at least two (2) comparable projects within the last five (5) years, including projects involving international cooperation, development finance, or multilateral institutions.
- 8.4. Demonstrated capacity to coordinate and deliver audiovisual production services across multiple international locations, including Japan, the United States, and selected Latin American and Caribbean countries, in accordance with the project schedule defined by the IDB.

9. Other Requirements

- 9.1. Ability to communicate fluently in English.

9.2. The firm must have the operational capacity, human resources, and technical equipment required to deliver the services within the agreed budget.

10. Payment Schedule

10.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank 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.

Payment Schedule	
Deliverable	%
Approved narrative script and creative concept	35%
Completion of filming and post-production activities, including delivery of draft audiovisual materials	50%
Final delivery and approval of all audiovisual materials	15%
TOTAL	100%

11. Supervision

11.1. The firm will report to Itzel Barrón, Sector Specialist, Private Sector, Synergies, and Trade Unit, Productivity, Trade and Innovation Sector (PTI/PST), Inter-American Development Bank (itzelb@iadb.org), who will be responsible for providing guidance, reviewing and approving deliverables, and authorizing payments.

11.2. Additional Contacts: Veronica Freytag, Resource Planning & Admin Associate, Private Sector, Synergies and Trade Unit (PTI/PST), VERONICAB@iadb.org, +54 11 4323 2359.

TERMS OF REFERENCE

Private Sector, Synergies and Trade Unit (PTI/PST)

1.9. Japan–LAC Business and Financial Partnership Initiative Japan LAC Solution Development

Country: Japan

Project Number: RG-T4897-P0001

Technical Cooperation Number RG-T4897

convergence.iadb.org/Operation/RG-T4897

Technical Cooperation Name: Japan-LAC Business and Financial Partnership Initiative

1. Background and Justification

- 1.1. Japan and Latin America and the Caribbean (LAC) maintain a long-standing economic relationship supported by complementary strengths, evolving trade and investment patterns, and growing private-sector interest. In recent years, global shifts in supply chains, digital transformation, climate action, and the energy transition have opened new opportunities for deepened Japan–LAC engagement.
- 1.2. In the context of the Technical Cooperation “Japan–LAC Business and Financial Partnership Initiative” (RG-T4897), the Inter-American Development Bank (IDB) is implementing a structured analytical and engagement framework to identify, promote, and advance concrete business, investment, and procurement opportunities between Japan and Latin America and the Caribbean (LAC), commemorating the 50th anniversary of Japan’s accession to the IDB.
- 1.3. As part of this initiative, Component 3 focuses on the development of a Japan–LAC digital solution aimed at strengthening the visibility, accessibility, and continuity of business, investment, and procurement opportunities identified throughout the implementation of the Technical Cooperation. The solution will be developed within the IDB Group’s digital ecosystem and hosted on the ConnectAmericas infrastructure, leveraging its existing tools and capabilities.
- 1.4. The solution will serve as a centralized hub to facilitate business matchmaking, dissemination of analytical outputs, and follow-up on identified opportunities, supporting sustained engagement among Japanese and LAC stakeholders beyond flagship events such as the Japan–LAC Business Forum.

2. Objectives

- 2.1. The overall objective of this consultancy is to design, develop, test, and implement a Japan–LAC digital solution that supports business matchmaking and facilitates access to trade, procurement, and investment opportunities identified under the Japan–LAC Business and Financial Partnership Initiative. Specific objectives include:
 - To develop a centralized, user-friendly digital solution that consolidates Japan–LAC trade, procurement, and investment opportunities.
 - To leverage ConnectAmericas’ digital infrastructure and AI-powered tools to facilitate matchmaking and follow-up between Japanese and LAC stakeholders.

- To ensure the solution is scalable, sustainable, and easily updatable by JMOF and the IDB Group beyond the duration of the TC.
- To enhance visibility and accessibility of opportunities identified through the Initiative, strengthening long-term engagement between Japan and LAC stakeholders.

3. Scope of Services

3.1. The consulting firm will be responsible for the design, development, testing, and deployment of the Japan–LAC digital solution, aligned with the objectives of Component 3 of the TC. The solution should be developed as a dedicated digital space, integrated with the ConnectAmericas’ existing digital ecosystem, and designed to support multi-stakeholder engagement.

3.2. The scope of services includes, but is not limited to:

- Functional and technical design of the Japan–LAC Digital Solution.
- Development and configuration of the digital solution’s functionalities.
- Integration with relevant IDB digital tools, ConnectAmericas, datasets, and APIs.
- UX/UI design and validation.
- Testing, deployment, and handover.
- Documentation (technical and user manuals) and knowledge transfer.

4. Key Activities

4.1. Design, develop, test, and implement a ConnectAmericas solution for the Initiative , including the following functionalities and considerations:

4.2. **General functionalities:**

- i. The digital solution shall provide a business matchmaking component that enables Japanese companies to identify and connect with potential clients, suppliers, distributors, and strategic partners in Latin America and the Caribbean (LAC). This functionality shall be built through integration with the ConnectAmericas business directory and its associated content ecosystem, leveraging verified company profiles, sector classifications, export capabilities, and certifications. The solution shall allow Japanese users to filter and search LAC companies by country, sector, firm size, ownership characteristics (including women- and indigenous-led enterprises), and business interests, and to initiate secure business contact and matchmaking requests through the digital solution.
- ii. The solution shall also facilitate access to public procurement opportunities in LAC by integrating data and functionalities from the BID for the Americas App. Through this component, Japanese companies shall be able to identify, monitor, and receive alerts on public procurement processes, procurement plans, and investment projects financed by the Inter-American Development Bank Group across LAC. The solution shall enable users to search and filter opportunities by sector, country, executing agency, and project stage, and to access standardized information on tender requirements, timelines, and eligibility criteria, thereby lowering information barriers and increasing Japanese private-sector participation in IDB-financed public procurement.
- iii. Finally, the solution shall include an advanced supplier discovery and investment support component to assist Japanese companies in identifying potential suppliers and partners to support foreign direct investment (FDI) in LAC. This functionality shall rely on the integration and use of ConnectAmericas’ AI-powered matchmaking algorithms, which analyze company

profiles to generate ranked recommendations of relevant LAC suppliers and service providers. The component shall support use cases such as local supplier identification for softlanding and supply chain development, contributing to the objectives of the Japan–LAC Business and Financial Partnership Initiative by facilitating scalable, data-driven, and inclusive investment linkages between Japan and LAC.

- iv. The solution shall include a reporting and analytics module that provides aggregated and disaggregated insights on the solution's usage, business matchmaking activity, and access to public procurement opportunities. This component shall enable authorized users to monitor key performance indicators such as number of registered Japanese and LAC companies, matchmaking requests and outcomes, procurement opportunities viewed or followed, sectoral and geographic distribution of users, and engagement of priority groups (including women- and indigenous-led enterprises). The module shall offer configurable dashboards, data export functionalities, and periodic reporting to support program monitoring, decision-making, and results reporting under the Japan–LAC Business and Financial Partnership Initiative.

4.3. Other technical requirements

- i. The solution shall be developed using an Agile methodology, enabling iterative delivery, continuous feedback, and joint backlog management with the ConnectAmericas team. All user stories, sprint planning, and progress tracking shall be coordinated using agreed project management tools, and UX/UI design shall follow a user-centered approach, including wireframes and high-fidelity prototypes validated prior to development.
- ii. The digital solution shall be implemented within the ConnectAmericas White Label Builder framework, using a decoupled architecture composed of a Next.js frontend and a monolithic backend API based on PayloadCMS connected to a PostgreSQL database. The solution shall support multiple deployment environments (development, staging, production) and include a generic AWS-based infrastructure architecture aligned with ConnectAmericas standards, including workflows to automate and manage the deployment process.
- iii. The vendor shall ensure robust API integrations, including dynamic content consumption from BID for the Americas APP CMS (Directus), the ConnectAmericas CMS (Drupal) and the ConnectAmericas Academy, as well as Single Sign-On (SSO) integration for user and company authentication. The architecture shall be extensible to support future integrations and external data sources, and enable seamless data exchange across digital solutions.
- iv. The solution shall support multilingual operation (i18n), responsive design across devices, and SEO-friendly implementation. Role-based administration shall allow ConnectAmericas super administrators and organization-level administrators to manage configuration, branding, content, and permissions without code changes, ensuring scalability and governance of the white-label solution.
- v. Finally, the vendor shall provide monitoring, analytics, and reporting capabilities, including integration with analytics and error-tracking tools, exportable reports on users and companies, and support for User Acceptance Testing (UAT) prior to production deployment. The delivery shall include comprehensive technical and user documentation and a post-acceptance warranty period to ensure stability and knowledge transfer. . Make the necessary configurations in CA's Google Analytics and CA's uptime robot monitoring tool.

5. Expected Outcome and Deliverables

5.1. Based on the activities described in Section 4, the expected results are as follows:

- Deliverable 1: Work Plan document – including activities, work methodology, work team, timeline, and milestones.
- Deliverable 2: Prototype design of the solution in Figma, and the corresponding report.
- Deliverable 3: Delivery of the Japan-LAC digital solution, implemented, together with the final report corresponding to the development and implementation.

6. Project Schedule and Milestones

6.1. This consultancy shall have a duration of **four (4) months** from contract signature.

Deliverables Schedule

Deliverable	Delivery Date
Deliverable 1	1 week from contract signature
Deliverable 2	2 months from contract signature
Deliverable 3	4 months from contract signature

7. Reporting Requirements

7.1. The required documents must be submitted in Word and PDF formats, including a cover page with the IDB logo, table of contents, page numbering, main content, conclusions and recommendations, and any necessary annexes.

7.2. Reports must be submitted in English, in a digital folder, with files in editable Word format and PDF.

8. Acceptance Criteria

8.1. The deliverables described in Section five (5) of these Terms of Reference must receive a favorable technical assessment and approval by Itzel Barron (itzelb@iadb.org), Sector Specialist Productivity, Trade and Innovation Sector (PTI/PST), July Jiménez, Senior Specialist, Productivity, Trade and Innovation Sector (PTI/PST). Deliverables will be considered final once they incorporate all comments and feedback provided by July Jiménez (julyj@iadb.org) and Jorge Pantoja (jorgepan@iadb.org).

9. Other Requirements

9.1. A leading and innovative technology firm with experience in the design, development, and implementation of web platforms and mobile applications. At least **five (5) years** of proven overall professional experience.

9.2. The work team must include at least the following roles:

Qty	Role	Description
1	Senior Full-Stack Engineer	Review the activity backlog and perform software development tasks. Must have experience in developing web and mobile applications. Develop and implement the CA white label for JMOF.

Qty	Role	Description
1	Mid-Level Full-Stack Engineer	Review the activity backlog and perform software development tasks. Must have experience in developing web and mobile applications. Develop and implement the CA white label for JMOF.
1	UX/UI Designer	Proficiency in Figma. Improve user experience and interface design for JMOF.
1	Project Manager	Project management for the implementation of the new white-label digital solution.

- 9.3. The consulting firm's team must have knowledge and experience with: Drupal 7, AWS, React Native, PayloadCMS, REST APIs, PHP, JavaScript, TypeScript, MySQL, PostgreSQL, CI/CD with GitHub Actions, agile development methodologies, and Jira.
- 9.4. The firm must have experience implementing agile methodologies, particularly Scrum, to ensure efficient and adaptive project management, and must have experience managing this methodology using Jira.
- 9.5. Two (2) months warranty on the final development, once validated and accepted by the ConnectAmericas team.

10. Payment Schedule

- 10.1. Payment conditions will be based on project milestones and deliverables. The Bank does not expect to make advance payments under consulting contracts.
- 10.2. The Bank seeks to receive the most competitive cost proposal for the services described in this document.
- 10.3. Payment conditions will be based on the deliverables as follows:

#	Deliverable	%
1	Deliverable 1	33.33%
2	Deliverable 2	33.33%
3	Deliverable 3	33.34%
	TOTAL	100%

11. Supervision

- 11.1. The selected consultants will be supervised by Itzel Barron (itzelb@iadb.org), Sector Specialist Productivity, Trade and Innovation Sector (PTI/PST), and July Jiménez, Senior Specialist, Productivity, Trade and Innovation Sector (PTI/PST).