

**Independent Consultation and Investigation Mechanism  
Consultation Phase Coordinator**

**Terms of Reference**

The Inter-American Development Bank (IDB) is the largest and oldest regional multilateral development institution. It was established in 1959 to help accelerate economic and social development in Latin America and the Caribbean. The IDB is based in Washington, D.C. and is now reviewing candidates for the following senior staff position:

**Independent Consultation and Investigation Mechanism (MICI) Consultation Phase Coordinator**

The MICI fulfills a mandate from the Board of Governors for the establishment of an independent mechanism to increase the transparency, accountability, and effectiveness of the institutions of the IDB Group. The MICI is a last resort mechanism that addresses concerns presented by groups of individuals that allege to be affected as a result of possible non-compliance on the part of the institutions of the Group in the application of its relevant operational policies within an approved IDB Group-financed operation.

The Consultation Phase Coordinator, directly subordinate and reporting to the MICI Director, will be a full-time employee of the IDB under a fixed-term contract of up to (5) five years. The MICI is independent from Bank Management and, its members are required to safeguard this independence and avoid any conflict of interest that could weaken the objectivity and integrity of the MICI. The Consultation Phase Coordinator will be subject to the IDB Code of Ethics and Professional Conduct, to the MICI Policy, and to other Bank policies.

**Key Responsibilities**

- Coordinates the work of the Consultation Phase along with a small team of professionals under the general supervision and guidance of the MICI Director.
- Makes recommendations to the MICI Director in the eligibility determination of Requests.
- Conducts assessments of Requests eligible for the Consultation Phase and makes proposals to the MICI Director as to whether to move forward with dispute resolution, mediation, or other methods.
- Coordinates the work with stakeholders to build consensus and resolve disputes using consensual and flexible dispute resolution and mediation methods.
- Prepares assessment, Consultation Phase and monitoring reports, under the guidance and supervision of the MICI Director.
- Works with the MICI Director in coordination with the Human Resources Department to identify and hire experts for the Consultation Phase.
- Consults with Requesters, Management, and other stakeholders, as appropriate.
- Works under the general supervision and guidance of the Director to design, implement and monitor activities within the Consultation Phase.
- At the request of the MICI Director, attends Board meetings for any matter related to the Consultation Phase, representing MICI.

- Works with the MICI Director to develop and implement operating guidelines and protocols for the Consultation Phase.
- Undertakes tasks and assignments as requested by the MICI Director that may be necessary or relevant for the Consultation Phase.
- Builds and maintains internal and external networks.

**Qualifications:**

**Education:** Advanced degree (Master's or equivalent) in a relevant discipline (social sciences, sociology, psychology, law or field related to international development).

**Experience:**

- Strong record of experience in dispute resolution or mediation and strong knowledge of environmental and social conflicts that may arise in development projects.
- Demonstrated knowledge and experience with environmental sustainability and social issues, international development organizations, and civil society in Latin America and the Caribbean.
- Minimum of 10 years of relevant experience, with a proven record in managing and delivering best practices in dispute resolution or mediation methods.
- Demonstrated ability to act objectively and impartially with integrity.
- Knowledge of and experience with international development and the operations of multilateral financial institutions and the private sector in Latin America and the Caribbean is preferred and desirable.
- Proven ability to engage effectively with a broad range of stakeholders who may be party to a dispute in a development project.
- Ability and willingness to travel frequently and on reasonably short notice to Latin America and the Caribbean, including rural areas and difficult environments.
- Excellent interpersonal skills and demonstrated ability to coordinate a small team.
- Good exposure and sensitivity to international and multicultural environments.
- Knowledge and experience of independent accountability mechanisms is considered valuable.

**Languages:** Excellent command of Spanish and English is required; proficiency in Portuguese and/or French is a plus.

**Competencies:**

- Technical expertise: Knowledge and expertise in techniques, strategies, and methodologies for addressing environmental and social conflict issues in development projects.
- Leadership: Ability to manage and lead a consensual problem-solving exercise with multiple stakeholders.
- Communication and Knowledge-Sharing: Highly developed communications and Diplomatic Skills.
- Well-developed writing and editing skills; advanced presentation skills sufficient to convey complex information on issues requiring specific fact-based reporting.
- Promotes effective sharing of knowledge within and outside the organization, in particular with strategic stakeholders, contributing to a continuous learning environment.

- **Effective Engagement:** Ability to work and communicate effectively with a variety of individuals and organizations, such as civil society, nongovernmental organizations, clients, member country governments, other international organizations and comparable institutions, the IDB Board of Executive Directors, Management, and staff.
- **Critical Thinking and Judgment:** Uses data, experience, systematic analysis, and sound judgment to make sound decisions and devises effective solutions to problems. Assesses and manages risk in own work.
- **Negotiation Skills:** Ability to acknowledge and manage conflicts in a timely and constructive manner, working through resistance and objections by providing proposals and negotiating compromises that take into account the key needs of all parties.
- **Strategic Thinking/Drive for Results:** Proven ability to formulate objectives, set priorities, and to identify and optimize the use of resources.

**Location:** Washington, D.C.

**Considerations:**

The Consultation Phase Coordinator directly subordinate to the MICI Director and to whom he/she reports, will be a full-time employee of the IDB appointed by the MICI Director under a fixed-term contract of up to (5) five years.

IDB Group Executive Directors, Alternate Executive Directors, Counselors, and staff may not serve in this position until (3) three years have lapsed since the end of their employment with the IDB Group. This requirement does not limit staff working in the MICI to apply for this position.

Upon completion of his/her service to the IDB Group, the Consultation Phase Coordinator may not work at the IDB Group in any capacity.

For more information on the MICI, its operation to date and the approved Policy, please visit:

[www.iadb.org/icim](http://www.iadb.org/icim)

**The IDB offers a competitive salary and benefits package.**

**The grade to be assigned will depend not only on the relevant functions of the position, but on the expertise and competencies of the selected finalist.**

**Candidates must be citizen of a member country of the IDB.**

**Individuals with relatives working for the IDB within and including the fourth degree of consanguinity and the second degree of affinity are not eligible. This includes staff members and contractuels.**

***The IDB is committed to diversity and inclusion and to providing equal opportunities in employment. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDS status. We encourage women, Afro-descendants and persons of indigenous origins to apply.***