

REQUEST FOR EXPRESSIONS OF INTEREST **CONSULTING SERVICES**

Selection # as assigned by e-Tool: RG-X1244 P036

Selection Method: Competition Selection

Country: Regional

Sector: IFD/CMF

Funding – TC #: RG-X1244

Project #: ATN/CF-15571-RG

TC name: LAC Green Finance Program to Mobilize Private Investment in Mitigation Actions and Low-Carbon and Sustainable Business Models through National Development Banks

Description of Services: Green Bonds Transparency Platform Management Unit

Link to TC document: <https://www.iadb.org/en/project/RG-X1244>

The Inter-American Development Bank (IDB) is executing the above-mentioned operation. For this operation, the IDB intends to contract consulting services described in this Request for Expressions of Interest. Expressions of interest must be delivered using the IDB Portal for Bank Executed Operations (<http://beo-procurement.iadb.org/home>) by: July 27th, 2020, 5:00 P.M. (Washington D.C. Time).

The objective of this consultancy is to hire a management team to work closely with the project team designated by the IDB (henceforth called IDB project team) to ensure the operational management of the Green Bond Transparency Platform for 12 months and prior to its official launch in Q4 2020. The selected firm will therefore be responsible for the operation of the Platform on a day to day basis. The team will interact on a day-to-day basis with issuers and external reviewers and will respond to the IDB regarding strategic decisions and structural changes that are made and affect the functioning of the Platform.

Eligible consulting firms will be selected in accordance with the procedures set out in the Inter-American Development Bank (GN-2765-1). All eligible consulting firms, as defined in the Policy may express an interest.

The IDB now invites eligible consulting firms to indicate their interest in providing the services described in the attached intended Terms of Reference for the assignment.

Interested consulting firms must provide information establishing that they are qualified to perform the Services, that will include:

- A team of dedicated qualified experts able to communicate Spanish, Portuguese and English and available to perform at full time different functions and some part time activities identified in the attached terms of reference.

- Practical client-facing experience with green bonds (experience that can be considered in activities as varied as bond structuring, verification of proceeds, validation or underwriting of the bond issuance).
- Experience in providing dedicated and reliable service with the ability to prioritize, plan and queue case work to support clients.
- Participation in and understanding of green finance projects in Latin America and the Caribbean including experience with investments and capital markets in Latin America and Caribbean.

The interested consulting firm can provide brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among existing staff, among others.

The Consultants with the best and significant experience will be selected to conform a shortlist of no more than six (6) firms and will receive an invitation to present proposals, in accordance with the information provided, procedures and rules set out in such invitation.

Eligible consulting firms may associate in a form of a Joint Venture or a sub-consultancy agreement to enhance their qualifications. Such association or Joint Venture shall appoint one of the firms as the representative. If the Consulting Firm is presented in a Consortium, it will designate one of them as a representative, and the latter will be responsible for the communications, the registration in the portal and for submitting the corresponding documents.

Interested eligible consulting firms may obtain further information during office hours, 09:00 AM to 05:00 PM, (Washington D.C. Time) by sending an email to: Maria Netto, mnetto@iadb.org; with copy to: Eduardo Sierra, eduardog@iadb.org; Alexander Vasa, alexanderv@iadb.org; Evelyn Amaro, florama@iadb.org;

Expressions of interest must be delivered in a written form to the address below by e-mail by July 27th, 2020. The estimated budget for this contract will be an amount of USD 350,000 and will last 12 months, starting from September 2020.

Inter-American Development Bank

Division: [Connectivity, Markets and Finance \(CMF\)](#)

Attn: [Maria Netto, Financial Markets Lead Specialist](#); [Eduardo Sierra, Financial Markets Sr Specialist](#); [Alexander Vasa, Sector Sr Specialist Financial Specialist](#); [Evelyn Amaro, Consultant](#).

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Draft Executive Summary for the Request of Expression of Interest (REOI)

Terms of Reference – Green Bonds Transparency Platform Operational and User Service Team

Consultancy services to support the Operation of and User Service for the Green Bonds Transparency Platform

1. Background and justification

- 1.1. The transition to a green economy is crucial to ensure that the Latin America and the Caribbean Region can mitigate climate change and better hedge against climate risks. This transition requires substantial investments, for which Green Bonds emerge as a key financing instrument.
- 1.2. Green bonds can provide dedicated funding to climate change mitigation, adaptation, and other environmentally and socially friendly projects—small and large scale—at appropriate terms and conditions, including longer tenures given the maturity of the underlying assets that back the issue.
- 1.3. Annual issuance of labelled green bonds soared from US\$11 billion in 2013 to over US\$255 billion in 2019. Green bonds have been the subject of increasing government, investor and media interest and expectations, driven by the prospect of matching large low carbon investment requirements with trillions of dollars in global bond markets held by institutional investors. The mix of issuers has expanded from the multilateral development banks (MDBs) that initially pioneered the market to include local governments, municipalities and agencies, utility companies, national development banks and corporate issuers.
- 1.4. In Latin America and the Caribbean (LAC), the issuance volume between 2014 and 2019 was USD 15 billion with 70 issuances and about 50 different issuers.
- 1.5. The growth in the market and the range of issuers has led to the need for more transparency and standardization, in order to ensure the credibility and potential for growth of the green bonds market. The Green Bonds Principles (GBP) have been developed by a consortium of issuers, investors and intermediaries in the framework of the International Capital Markets Association (ICMA) to ensure quality and transparency. The voluntary guidelines cover four pillars including: (i) use of proceeds (UoP) of funded projects; (ii) process for project evaluation and selection; (iii) management of proceeds; and (iv) monitoring and reporting on UoP and impacts. The Climate Bonds Initiative has developed a climate bonds certification building on the GBP. Assurance to investors and stakeholders about the issuer’s adherence to the GBP and CBI is provided by independent external reviewers before and after issuance, pre- and post-issuance respectively.
- 1.6. Post-issuance reporting in the green bonds market on UoP and impacts has been heterogenous in terms of quality and depth.¹ Currently, at the global level two-thirds of issuers provide UoP

¹ CBI, 2019. Post-issuance reporting

<https://www.climatebonds.net/resources/reports/post-issuance-reporting-green-bond-market>

- reports and half of issuers provide impact reports. The IFI Harmonized Framework and the Nordic Public Sector Issuers Position Paper Framework² are utilized by 15% of all issuers.
- 1.7.** Transparent, accurate and timely information on the use of proceeds and impacts of Green Bonds is of essential value to investors. Supporting the harmonization of green bonds environmental performance data provides clarity for issuers and investors and can facilitate decision-making. Innovative technologies can simplify reliable, consistent, and traceable reporting.
 - 1.8.** Issuers and investors require enhanced transparency, comparability, consistency, and low-transaction cost reporting to scale-up the green bond market. In June 2019, ICMA published the Handbook on harmonized impact reporting with an update in April 2020 for several project categories³
 - 1.9.** The IDB is developing a Green Bond Platform for Latin America and the Caribbean (GBTP) to 1) cover all certified Green Bonds issued in the LAC region, and 2) allow for transparent monitoring, reporting, and verification (MRV) of the Use of Proceeds and impacts, according to key performance indicators (KPI) specified in the respective issuer's Green Bond Framework via the platform. Green Bond issuers will be able to both report their data securely through the platform and receive their verification through existing external reviewers and auditors on the platform. The data shared on GBTP Platform is subject to a secure IT system, which makes each bond traceable.
 - 1.10.** The platform will i) enable participating issuers and verifiers to uphold high quality reporting standards, ii) enable retail and institutional investors to address evolving impact disclosure requirements, and ensure compliance with their environmental investment mandates, iii) lower transaction costs to report and to develop transparent comparative statistics between issuers, iv) link to and collaborate with similar existing data platforms, v) and increase the credibility of the overall green bond market.
 - 1.11.** The Green Bond Transparency Platform for Latin America and the Caribbean is an IDB public good project that will seek to support secure, consistent, transparent and reliable reporting of impacts generated by all green bonds in Latin America and the Caribbean, by allowing to track projects at use of proceeds level, in line with existing and evolving standards and methodologies and build a track record on the bond use of proceeds and generate confidence in the green bond market.
 - 1.12.** The Platform is currently under development with the aim to increase efficiency and ensure reliability, security and traceability of green bonds information. The Platform will be accessible

² Nordic Public Sector Issuers Position Paper - <https://www.icmagroup.org/assets/documents/Regulatory/Green-Bonds/Resource-Centre/NPSIPositionpaper2019final-120219.pdf>

³ ICMA, 2019. Handbook – Harmonized Framework for Impact Reporting - <https://www.icmagroup.org/green-social-and-sustainability-bonds/impact-reporting/> – the ISO standard ISO/CD 14030-1 (under development) on Environmental performance evaluation -- Green debt instruments - Part 1: Process for green bonds, and the IRIS+ system for measuring, managing, and optimizing impact, by the Global Impact Investors Network <https://iris.thegiin.org>

for data uploads by i) green bond issuers, who are responsible to upload and update their impact and use of proceeds data, and ii) by providers of external review services, who validate data uploaded by the green bond issuer. Investors, asset managers and other market players can access and download the published data openly and free of charge.

1.13. Specifically, the Green Bonds Transparency Platform aims to reach all past and present issuers (see 1.9) and external reviewers by:

- Encouraging all issuers by generating awareness about their green projects and investment portfolios.
- Facilitating green bond issuer pre- and post-issuance secure disclosure on use of proceeds and impacts.
- Providing investors with relevant and consistent information on environmental performance and impact.
- Enabling informed investment decision making according to environmental performance criteria.
- Lowering the transaction costs to analyze and select high-quality bonds.
- Informing about expected and realized project impacts.
- Facilitating the provision of external review services and lower transaction costs through the platform.

1.14. The Green Bonds Transparency Platform will be governed by the following principles:

- **Completeness:** All labelled green bonds issued in the Latin America and the Caribbean will be in the Platform
- **Transparency:** The Platform will allow to disclosure the use of proceeds, impacts, and methodologies and standards utilized. The GBTP is methodology neutral and does not take a stance on nor ranks the quality of any individual bond, taxonomy, nor methodology.
- **Traceability:** Simplified and automated processes to ensure reliability, security and traceability of the bonds.
- **Comparability:** The Platform will facilitate data filters to assess the environmental performance by different criteria and methodology-linked data reflecting market practice and evolving green bonds guidelines, standards and methodologies
- **Openness:** The Platform will allow to get unrestricted easy access to all labelled green bonds issuances in LAC for issuers, external review service providers, investors and underwriters to present, verify and retrieve data on impact metrics and use of proceeds.

2. Features and Functionality of the Platform

2.1. The Platform is web-based and caters to three main types of users: 1. Issuers and External Reviewers, 2. Investors and Asset managers, and researchers, 3. Stock exchanges, other data providers and platform initiatives.

2.2. Only issuers and external reviewers will be able to upload data to the Platform. The upload of data is voluntary. The data becomes publicly accessible upon upload and downloadable by all

users. The selected firm shall encourage the issuers and external reviewers to utilize the platform for reporting.

- 2.3.** Issuers are responsible for the content of the data they upload. External reviewers upload pre-issuance framework assessment data and post-issuance external verifier’s assessments. External reviewers are hired by issuers for this service. External reviewers are responsible for the content of the data they upload.

The Platform is described in these demo videos:

- <https://www.youtube.com/watch?v=5LMTLRzmc78>
- <https://www.youtube.com/watch?v=aA0f4a7w4l4&t=300s>

- 2.4.** The Platform will include registered Qualified users and non-registered End users. Registered Qualified users are either issuers or external reviewers of green bonds and will be able to upload information and data onto the platform. Registered Qualified users will be issued user identification information through an authentication system.

- 2.5.** Registered Qualified users will upload the following types of pre-issuance (e.g. Framework, second party opinion, and certification) and post-issuance (annual report, annual reviews, impact and use of proceeds verification/assurance) information. The selected firm will be responsible for guiding issuers in the use of the template. If changes are required to the template based on the experience with the Platform, the selected firm shall provide recommendations to be implemented and programmed by the IT developer firm.⁴ ([Please, see data template attached as an Excel file – currently under review](#)):

- data on eligible project categories;
- use of proceeds;
- key performance indicators associated with a green bond;
- framework assessment data or external verifier assessments associated with a green bond.

- 2.6.** All non-registered End users will have access to unrestricted portions of the Platform to access public information uploaded by Registered Qualified users.

- 2.7.** The selected firm will not need to verify the accuracy of the information uploaded by any registered Qualified user; however, the firm shall conduct a minimum quality review of the uploaded data and provide guidance to Registered Qualified users where needed. The Registered Qualified users are responsible for the quality and content of the uploaded data. The selected firm shall develop a minimum quality check protocol which includes logic checks such

⁴ The selected firm is responsible for the operational administration of the Platform. The IDB hires separately and supervises the developers of the Platform. The IDB project team will organize a kick-off meeting to connect the two firms and to support the discussion of the distribution of roles and expectations. The selected firm for the operational administration of the Platform communicates directly with the developers of the Platform via IT service tickets. Where necessary, it communicates directly via email with the developer, after starting a ticket. Where required, the selected firm shall involve the IDB project team.

as whether a) the uploaded data is proportional in terms of size (e.g. financing volume vs GHG emissions reduced vs MW installed) relative to other existing data. and b) the content of the data or image upload matches the text (e.g. individual project factsheets). In cases of doubt or potential discrepancies, the selected firm shall inform the Registered Qualified user to ensure that the uploaded data is indeed the one intended for upload. It is expected that Registered Qualified users will require additional support when they upload or update data for the first time. The protocol is expected to be a document which evolves with experience.

- 2.8.** The selected firm will not engage in the programming of the Platform. While supporting users in the utilization of the Platform, the selected firm will support the developer to identify any issues and bugs and communicate these to the developer firm.
- 2.9.** The registered issuer decides which information they publish and which information they include in their data uploads. Information that the issuer does not share will appear as empty when compared to other bond issuances. The selected firm will not exclude issuers from the Platform based on missing information. The selected firm shall encourage issuers to provide information as complete as possible relative to the issuer's commitments in the green bond framework.
- 2.10.** External reviewers are those that have been hired for engaging in pre- and/or post-issuance review services. The documents that external reviewers produce shall be uploaded by the external reviewers to the GBTP.
- 2.11.** Unregistered users cannot upload data. Unregistered users can search, filter, query and download data that has been uploaded by Registered Qualified users. The IT system will allow for tracking the use by Registered Qualified and unregistered users. The selected firm shall provide recommendations to tracking all users for purposes of learning, and improving the Platform 's usability, including but not limited to doing targeted surveys while respecting the Privacy Policy of the Platform.

3. Objective

- 3.1.** The objective of this consultant this consultancy is to hire a management team to work closely with the project team designated by the IDB (henceforth called IDB project team) to ensure the operational management of the Green Bond Transparency Platform for 12 months and prior to its official launch in Q4 2020. The selected firm will therefore be responsible for the operation of the Platform on a day to day basis. The team will interact on a day-to-day basis with issuers and

external reviewers and will respond to the IDB regarding strategic decisions and structural changes that are made and affect the functioning of the Platform⁵.

4. Scope of services and key activities

4.2. The main functions expected to be fulfilled by the selected firm will be to:

- Attend the operational administration of the Platform and ensure its proper functioning
- Recommend and implement Engagement and Outreach strategies with all existing and new issuers in the region in coordination with the IDB project team
- Authorize and register users to upload data on the Platform
- Monitor the bond market, identifying new or potential issues for inclusion in the Platform
- Develop and maintain relationship with users
- Ensure information and data on green bond issuances are updated on the Platform
- Development of technical content, data analytics, and market trends based on the platform data
- Support in the preparation of marketing and promotion activities with users regarding the use of the Platform
- Prepare follow-up, budget and monitoring reports on the Platform activities and results
- Conduct administrative work related to the Platform

4.3. The selected firm is expected to have achieved experience in green finance, and in particular on green bonds, monitoring, reporting and verification and experience with client facing engagements. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the scope of services. The required qualifications will include (please see Section related to Evaluation criteria for more detail):

- Practical experience in the preparation, issuance and / or execution of green bonds (examples of experience that can be considered in activities as varied as bond structuring, second party opinions, certifications, verification of proceeds, validation, standard setting and application or underwriting of bond issuances).
- Experience in the execution and management of projects ideally regarding green bonds.
- Participation in the preparation/execution of Green Bonds activities and Green Finance projects in Latin America and the Caribbean.
- Knowledge and experience with investments and capital markets in various Latin America and Caribbean countries.

4.4. The selected firm will be responsible for managing the operational activities of the Platform with a team of experts, that can work fluently in Spanish, English and Portuguese to ensure an effective communication with Registered Qualified users and market actors in general.

4.5. The IDB will assign a project team to coordinate with the selected firm. The selected firm will be required to present a team of key specialists who will be in charge of administrative functions of

⁵ A strategic decision will be those changes that affect the purpose of the Platform itself, its vision or business model. These alterations will have to be material and / or referred to changes in the operating regulations of the Platform prepared by the IDB.

the Platform as well as coordinating with the IDB project team. Specifically, it is expected that firms will include in their proposal the following roles (please, see Annex for detailed descriptions of each recommended role):

- A **dedicated green bond technical specialist**, who will support and work together with the Senior Business Developer full-time and with full dedication. The green bond technical specialist will prepare and coordinate a technical knowledge agenda using data from the Platform and being up-to-date on the evolving state of the art of the green bond market and its trends in general, and impact and Use of Proceeds reporting and the LAC market, in particular.
- Experts will support the representation the GBTP in key global, regional, and national events and virtual workshops.
- An additional team will support the Platform administration in the following activities:
- A **fully dedicated project manager** will administer the Platform and will engage and keep working relationships with technical teams of issuers and external reviewers to ensure data completeness. The project manager will ensure programming and backstopping to the Platform and will also coordinate the administrative team; should demonstrate at least 5 years of experience in Latin America and the Caribbean.
- An administrative team will provide administrative backstopping services to ensure day to day running of the platform, including budget management, documentation management and reporting.
- It's very important that key team members can communicate fluently and effectively (orally and in writing) in Spanish and English to be able to reach out to market participants and convey information in a technically concise, understandable, and convincing manner.

4.6. The team will engage in the following activities (please see Annex for detailed descriptions of Recommended Key Roles regarding these activities):

- Capacity Building and Knowledge Creation in line with existing and evolving market tendencies
- Relationship management with qualified users, content & data management
- IT Infrastructure and Database Maintenance and Service
- Results Reporting and Sharing
- Budgeting, resources administration, contracting, logistics, and expense reporting
- Overall team supervision

4.7. The overall operation of the program should be undertaken at the offices of the selected firm and should include in their proposal operating costs and tentative travel expenses to ensure the Platform is visible in key events regionally.

4.8. The selected firm will coordinate any opportunities for Representation, Engagement, and Partnership Building with the IDB project team.

5. Conflict of Interest

- 5.1. The selected firm needs to mitigate any real or perceived conflict of interest and to list any potential conflicts of interest in their REOI together with a mitigation strategy.
- 5.2. Ensure that any potential personal or team conflict of interest is flagged to the IDB and mitigated.

6. Market Perceptions

- 6.1. The firm shall avoid and mitigate perceptions that the Platform unilaterally favor individual service providers. During the administration of the Platform, the selected firm shall inform the IDB regularly of any developments in this respect, as soon as these become known.
- 6.2. Aforementioned perceptions may include perceptions from green bond market players that the selected firm gains a competitive advantage by administering the platform. For instance, perceptions could be raised if the selected firm i) has in the past provided external independent impact and use-of proceeds verification services pre- or post-issuance to the green bond market, and ii) would continue to provide such services, while administering the Platform.
- 6.3. Firms may identify in their proposals other potential market perceptions and related mitigation options.

7. Expected outcomes and deliverables of the Consulting Services

- 7.1. The selected firm is expected to report information to the IDB on the use of the Platform.
- 7.2. The expected deliverables will be monthly reports presented by the firm to the IDB to inform about the advances of the platform in the following suggested categories, and the strategy on how these goals were achieved. The firm is expected to develop indicators that reflect the quality and degree of relationship with registered users, which allow to learn and to achieve the objective of completeness in terms of coverage and quality of the GBTP.
 - # of engagements with registered users
 - # of contact with all other users differentiated by type
 - #/% of issuers of total received capacity building
 - # of issuers and % of total utilized platform for past data reporting
 - # of issuers and % of total utilized platform for future data reporting
 - # of issuers reporting for more than one year after the inception of the platform (retention value)
 - # of investors surveyed reporting satisfaction with the functionality of the platform
 - # of investors surveyed utilizing the platform for gathering information to report for their annual report.
 - # of events attended of total green bond events
 - # of new strategic partnerships created
 - # of engaged investors

- Investors identified that cover xx% of the region's green bond
- # of issuers reporting for more than one year after the inception of the platform (retention value)
- # of improvements done to the functional user experience based on user feedback
- Updated data sharing guideline.
- Activities report including communication strategy, status of ongoing and finalized activities, and results and accomplishments
- Recommendations for improving the GBTP communication

7.3. It is expected that the firm will present a suggested draft template of the monthly report.

8. Expected deliverables of the REOI and Evaluation Criteria

- 8.1.** As part of the bidding process, the interested firms will deliver a document with the technical proposal and the price proposal.
- 8.2.** The firm shall present its understanding of the tasks in the response to the REOI, explaining the understanding of the terms of reference and the fulfillment of the requested activities. The technical proposal must present an organizational proposition considering the technical staff that constitutes the Platform Operational Unit (considering the key team and the support team), as well as a proposal for travels, events participation and other organizational expenses that the Unit would have as part of the execution responsibilities. The decision of which key experts will be traveling to individual events shall depend on the specific business need, the strategic relevance of the event in question and shall be coordinated with the IDB project team.
- 8.3.** **Note:** The most relevant factors in the selection process will be the indication of well-qualified technical experts in the main dedicated expert positions. Also, it is essential that the firm can ensure these key staff could retain the position during the period of execution (or be replaced by someone of similar level that will be decided by the IDB).

Annex 1 – Detailed Description of the Platform Operation Unit and Required Key Roles

I. Key Activities for the Team

- Follow closely expert dialogues on existing and evolving harmonized reporting, taxonomies, and impact measurement methodologies to distill the short- and long-term strategic relevance for the GBTP and identify a potential for adaptation of the GBTP features and coverage
- Determine the relevance of evolving trends, taxonomies, and methodologies for the GBTP technical features and data needs.
- Recommend and identify actively potential strategic partnerships with other similar transparency platform initiatives⁶ with the objective to scale-up the utilization of the GBTP.
- Develop up-to date presentations including results of the GBTP to IDB project team with the objectives i) to maintain accountability and inform donors, sponsors, the advisory board members, and the broader public and the IDB, and ii) improve operations and enhance coverage on the GBTP of existing and future LAC green bond issuers
- Ensure that comprehensive demonstrations of the GBTP's features and benefits convince the respective qualified users to utilize the platform for impact and use of proceeds reporting and build additional demand by relevant buy-side actors (asset managers, pension funds, investors and investor groups) to utilize the GBTP as key resource for green bond impact and data.
- Ensure dedicated and reliable courteous and respectful service, prioritization, case work planning and queuing of support for registered users and in the interaction with the IDB project team, the IT developer firm, and other stakeholders.

1. Capacity Building and Knowledge Creation in line with existing and evolving market tendencies

- Promote and develop GBTP publications, events, webinars, and newsletter and ensure that knowledge sharing activities reach key public and private green bond market actors.
- Co-create publications, blogs, webinars, events with green bond market experts.
- Reference the GBTP in relevant fixed income and investor publications.
- Support the development and execution of expert and capacity building workshops.
- Support in convening the GBTP annual advisory group meetings, in coordination with the IDB coal point in its function as the secretariat of the advisory board.
- Develop potential partnerships with professional capacity building institutions including universities and academic institutions to further knowledge and skills sharing.

2. Relationship management with qualified users, content & data management

- Develop strong buy-in and long-term trust with senior representatives of qualified user organizations to use the GBTP and its features in the long-term

3. Overall team

- Create an inclusive, open and dynamic atmosphere in which any challenges are openly discussed and addressed within the team and with the IDB project team where necessary
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- Ensure that any potential personal or team conflict of interest is flagged to the IDB project team and mitigated.
4. Budgeting, resources administration, contracting, logistics, and expense reporting:
- Draft the budget execution plan and supervise its execution
 - Highlight any relevant challenges to the IDB project team in a timely manner
 - Develop and implement the framework for reporting technical GBTP data ensuring that the necessary reporting dashboards are functional and up-to-date

Green Bonds Technical Specialist (Key Expert)

I. Key Activities

1. Representation, Engagement, Partnership Building and Management

- Support the IDB project team in maintaining a technically up-to-date GBTP presentation package to represent the GBTP in key global, regional, and national expert fora, events, and workshops relevant to the green bond market in general, and impact reporting and the LAC market, in particular. The presentation package shall be tailored to the needs and interests of different audiences including investors (including asset managers, pension funds, insurance companies and other institutional investors and investor groups), issuers, external reviewers, standard and guideline setters, other transparency and data initiatives, as well as potential sponsors and donors, as applicable
- The presentation package shall be available in the relevant English, Spanish, and Portuguese and should be maintained public on the website with support of the project manager.
- Provide introductory and comprehensive demonstrations and, where applicable, capacity building of the GBTP's features and benefits for investors (including asset managers, pension funds, insurance companies and other institutional investors and investor groups), issuers, external reviewers, standard and guideline setters, other transparency and data initiatives, and other relevant stakeholders.
- Keep demonstrations of the GBTP's features and benefits and the technical part of the Frequently Asked Questions up-to-date and in line with the GBTP principles.
- Support the IDB project team in securing engagement by senior decision makers on the sell- and buy-side, issuers and investors, respectively.
- Determine the relevance of evolving trends, taxonomies, and methodologies for the GBTP technical features and data needs. Distill the conclusions and on-going discussions of expert dialogues on existing and evolving harmonized reporting, taxonomies, and impact measurement methodologies. Suggest and implement changes to the GBTP data coverage and tagging methodology to reflect relevant changes in a timely manner.
- Provide concrete recommendations for a strategic plan on which and how to reflect major evolutions of the green bond market on the GBTP. Determine according to criteria proposed to the IDB how potential changes are aligned the GBTP principles and objectives.
- Support the identification of strategic partnerships with other transparency platform initiatives and assess their viability as partners, specifically their alignment with the GBTP data structures principles, methodology, and objectives in close coordination with the COO - Senior Business Developer and the Project Manager.
- Provide technical guidance and quality revision for results reporting i) to maintain accountability towards and inform donors, sponsors, the advisory board, the broader public and the IDB.
- Review the alignment of available GBTP data with relevant taxonomies and methodologies to ensure continuous alignment and completeness of the data. Develop and implement tagging criteria.
- Develop concrete technical reports and recommendations to the IDB which i) reflect the alignment of existing GBTP data results and ii) technical discussion that should be covered in advisory group discussions.

- Expand existing network of experts on sustainable, green bond and finance taxonomies and methodologies to keep an ongoing dialogue on the importance of impact, use of proceeds and ESG data for investment decisions. The candidate firm shall present an example of experience and an existing network of relevant market players in the green bonds and green finance space.
 - Support the Project Manager to create promotion channels in cooperation with market actors especially standard and guideline setters, underwriters, investors, data providers and others with the objective to raise awareness and interest in the utilization of the GBTP by other issuers and investors.
 - Ensure that technical experts in the sustainable, green and ESG finance space are reached by the active GBTP social media and online presence.
 - Work proactively and directly with standard and guideline setters to develop and update the GBTP templates to ensure alignment and facilitate issuer compliance with existing and evolving standards without increasing the reporting burden and maintaining consistency and completeness of GBTP data.
 - Ensure dedicated and reliable courteous and respectful service, prioritization, case work planning and queuing of support for registered users and in the interaction with the IDB project team and other stakeholders.
2. Capacity Building and Knowledge Creation in line with existing and evolving market tendencies
- Develop the technical content for capacity building workshops for qualified users and other market actors
 - Develop together with the IDB project team and the Project Manager technical and financial prioritization criteria to organize roadshows and participate in events with the objective to generate interest, engagement and participation in the GBTP.
 - Co-create publications, blogs, webinars, events with green bond market experts
 - Promote participation by technical experts in co-creating GBTP publications, events, webinars, and newsletters and support visibility of knowledge sharing activities with key public and private green bond market actors.
 - Prepare technical reports and proposals about the features of the platform and its utilization. Disseminate these through newsletters to existing and new users with a perspective to broaden the reach of the platform and to learn about the demand of additional features.
 - Use existing network to promote the GBTP in relevant fixed income and investor publications
 - Moderate and actively engage in expert and capacity building workshops in coordination with the IDB project team.
 - Support in convening experts to the GBTP annual advisory group meetings, in coordination with the IDB in its function as the secretariat of the advisory board
 - Develop potential partnerships with professional capacity building institutions including universities and academic institutions to further knowledge and skills sharing
3. Relationship management with qualified users, content & data management
- Develop strong buy-in and long-term trust with senior representatives of qualified user organizations to use the GBTP and its features in the long-term

- Promote participation by technical experts in co-creating GBTP publications, events, webinars, and newsletters and support visibility of knowledge sharing activities with key public and private green bond market actors.
- Use existing network to promote the GBTP in relevant fixed income and investor publications

II. Suggested expected Outcomes and Deliverables

- # of engagements with registered users
- # of contact with all others users differentiated by type
- #/% of issuers of total received capacity building
- # of issuers of total utilized platform for past data reporting
- # of issuers of total utilized platform for future data reporting
- # of issuers reporting for more than one year after the inception of the platform (retention value)
- # of investors surveyed reporting satisfaction with the functionality of the platform
- # of investors surveyed utilizing the platform for gathering information to report for their annual report.
- # of improvements done to the functional user experience based on user feedback

III. Experience

- More than 7 years of experience in sustainable finance, monitoring and evaluation of ESG investments
- Experience in service organizations with prioritization, case work planning and queuing of support.
- Fluency in English and Spanish. Proficient knowledge of Portuguese highly desirable.

Project Manager (Key Expert)

I. Key Activities

1. Representation, Engagement, Partnership Building and Management
 - Actively engage all eligible issuers to utilize the platform by reporting their impacts and Use of proceeds (UoP) in a timely manner through the platform
 - Actively engage all eligible external reviewers to provide their verification on impacts and Use of proceeds in a timely manner
 - Identify through public information as well as the network of external reviewers, issuers, and underwriters' potential new issuances in a timely manner such that issuers can be pro-actively contacted in line with pre- and post-issuance regulatory disclosure and confidentiality requirements
 - Ensure all qualified users, investors, and the public have accessible formal and informal channels to provide feedback to the GBTP.
2. Capacity Building and Knowledge Creation in line with existing and evolving market tendencies
 - In coordination with the Green Finance Technical Specialist maintain an updated online list of Frequently Asked Questions (FAQ) on the GBTP
 - Answer questions of qualified users by providing clear and transparent guidance on the GBTP functionalities in collaboration with the Green Finance Technical Specialist
 - Develop the technical content for capacity building workshops to train users on the functionalities of the platform
 - Provide training sessions for qualified users and investors on the GBTP functionalities by through virtual or in-situ presentations, and virtual capacity building material which ensures qualified users and investor can directly test their understanding in the use of the GBTP
3. Relationship management with qualified users, content & data management
 - Support qualified users in getting registered and authenticated through on the GBTP
 - Confirm and verify that all qualified users (issuers and external reviewers) comply with the eligibility criteria and are authorized users and have updated login data
 - Maintain a transparent register of improvements that are necessary
 - Ensure that all eligible issuances are incorporated in the platform with the level of granularity of data provision going beyond the report
 - Ensure that the published data maintains its traceability, while ensuring that issuers can delete the data from the platform when they decide to do so.
 - Ensure that the platform can generate statistical and aggregated data to enable analysis for the general public, investors, and research
 - Ensure, in cooperation with the Green Bonds Technical Specialist, the compatibility of data structures and the application of the GBTP principles, methodology, and objectives.
 - Respond to questions and complaints of platform users. Develop and maintain a close relationship with the technical staff of issuers and external reviewers on the platform utilization.

- Ensure that all comments and feedback received from qualified users, investors, and the public are answered in a timely manner and prioritized adequately. Keep a registry of comments and how and when they were addressed. Escalate within the GBTP team comments that address the principles and that cannot be addressed through the existing FAQ
- Facilitate direct feedback and conduct periodic surveys with GBTP user to understand additional needs for market intelligence from market actors. Showcase new functions publicly on the GBTP and through newsletters
- Maintain an updated registry of all GBTP contacts and project teams, in cooperation with the GBTP team
- Maintain an updated list of qualified users and of other frequent users
- Maintain contact with CBI, ICMA and ISO on the accreditation status of external reviewers

4. IT Infrastructure and Database Maintenance and Service

- Ensure, in cooperation with the IT support that all GBTP features are functional at all times
- Ensure, in cooperation with the Green Bonds Technical Specialist, the compatibility of data structures and the application of the GBTP principles, methodology, and objectives
- Work with the IT specialist when necessary to retrieve login data for qualified users, where necessary
- Oversee and test, in cooperation with the IT support and the Green Finance Technical Specialist, the functionality of any changes or additional features

5. Legal Support

- Collaborate with the external legal support to ensure that data taxonomies and methodologies implementation, data provided by qualified users do not create unmitigated legal risks for the GBTP initiative, team, and the IDB.

6. Results Reporting and Sharing

- Provide the results of user surveys and other comments as input for reporting and internal learning

7. Budgeting, resources administration, contracting, logistics, and expense reporting

- Work with the administrative staff to report any expenses incurred in a timely manner
- Budget the use of legal and IT services and confirm larger expenses with the IDB project team

II. **Experience**

- More than 5 years of experience in sustainable finance, monitoring and evaluation of ESG and/or Green Bonds investments
- Experience in service organizations with prioritization, case work planning and queuing of support.
- Fluency in English and Spanish. Proficient knowledge of Portuguese highly desirable.

Administrative Support (Support Staff)

I. Key Activities

1. Results Reporting and Sharing

- In collaboration with the GBTP team, develop and maintain a tracking, recording, and monitoring system for GBTP activities:
- In collaboration with the GBTP team, support the timely preparation of management reports including GBTP activities, and progress on outcomes and outputs
- In collaboration with the GBTP team, develop templates for management results reporting
- Maintain an electronic tracking system of support provided to qualified users, including the status of requests, as well as GBTP team responses and activities
- Support the project manager, in responding in a structured and consistent way to GBTP users and correspondence
- Maintain updated information on GBTP website www.greenbondtransparency.com on presentations, events, publications, webinars and other knowledge products developed at GBTP
- Support the GBTP team in systematically tracking activities and outputs of activities
- File and systematically archive documents and information material in hard copies and electronic format
- Ensure dedicated and reliable courteous and respectful service, prioritization, case work planning and queuing of support for registered users and in the interaction with the IDB project team and other stakeholders

2. Budgeting, resources administration, contracting, logistics, and expense reporting

- Maintain detailed budget and expenditure tables:
- Support budget estimation, planning and execution
- Track, record and report planned, committed and disbursed resources
- Manage transparently budget spending, planning and expenditures by activity in excel tables and support preparation of specific detailed financial reports following specific requirements in a timely manner.
- Support the logistics and organization of GBTP events, training sessions and the participation in expert events
- Support the preparation of events by contacting expert speakers and participants, developing and updating agendas, participants lists, invitation letters, letters of agreement, event web pages, and identify and book logistical requirements for events including flights, accommodation, catering
- Maintain regular and clear communications with all event counterparts to assure timely preparations
- Support the logistics for GBTP team participation at relevant events
- Ensure the availability of hard copies of GBTP publications for distribution at GBTP relevant events in addition to the availability of soft copies online
- Ensure high professionalism for any event organized or co-organized by the GBTP team

- Undertake administrative tasks needed to follow up on GBTP team activities and communication with GBTP users and stakeholders
- Facilitate communication and coordination between the GBTP team, GBTP users, the IDB team, GBTP advisory board (where applicable), and other stakeholders
- Support drafting of specific terms of reference and identification of technical expertise to support GBTP activities

II. Expected Outcomes and Deliverables

- Prepare Monthly Financial Reporting
- Facilitate Quarterly Impact Reporting

III. Education and experience

- Bachelor's degree in development of LAC, economics, engineering, environmental or social sciences or a related discipline.
- At least 2 years of practical experience with project management, record keeping, budgeting and administrative tasks, preferably with Latin American countries.
- Working experience in organizing workshops and events.
- Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook), and Internet use.
- Excellent drafting ability and communication skills, both written and oral; proven ability to communicate complex concepts and prepare reports that are clear, concise and meaningful.
- Ability to carry out research activities, gather information and effectively transfer into a desired format.
- Ability to provide clear, concise and timely information.
- Ability to work independently, with initiative and responsibility, and establish work priorities.
- Ability to work with all personnel to complete work assignments, achieve common goals, and contribute towards a positive work environment.
- Excellent knowledge and relevant work experience in project management related topics;
- Fluency in English and Spanish. Proficient knowledge of Portuguese highly desirable.

Communication support (Support staff – part time)

I. Main expected activities

- Support the generation and dissemination of knowledge on the GBTP activities, relevant tendencies in the Green Bond Impact and ESG reporting space to increase the reach of the GBTP with existing and prospective users.
- Prepare a dissemination and communications strategy and work plan with specific milestones for the dissemination and promotion of the GBTP web: <http://greenbondtransparency.com/>
- Develop capacity building material including brochures, update guidelines, and explanatory videos.
- Develop and assist with the implementation of a strategic social media campaign on the GBTP account in LinkedIn and other relevant networks and ensure appropriate coordination with the IDB team, where applicable.
- Maintain information on the GBTP Website up to date: Produce, edit and post bi-monthly news posts, including electronic links to multimedia materials (photos, videos, documents, among others).
- Coordinate the use of communication tools such as webinars, reports, web tools, presentations, newsletters, and guidelines, showcasing specific experiences of GBTP users
- Update the web platform and promote knowledge sharing through social media channels.
- Support the pre- and post-event communication leveraging existing and developing new contact networks
- Write press releases, blogs and other written stories related to the GBTP in coordination with the GBTP Green Finance Technical Specialist and the Project Manager.
- Collect and post relevant capacity building and informative content on the GBTP including presentations given, events attended, and newsletters
- Produce, edit and post picture updates in an electronic version of the Organization's events and make them available for internal and external communications purposes.
- Review and update broken links
- Collect and prepare a quarterly report on Web statistics for all of the GBTP website and offer advice to optimize outreach to different users.
- Ensure dedicated and reliable courteous and respectful service, prioritization, case work planning and queuing of support for registered users and in the interaction with the IDB project team and other stakeholders.
- Propose a communication and events plan which recommends the participation in strategic events to promote the Platform to the IDB project team. The plan shall include proposed criteria for prioritization for events and expected outcomes. Utilizing a combination of participation in external events and organizing complementary virtual events and webinars to make most effective use of the budget relative to the objectives of the Platform.

II. Expected Outcomes and Deliverables

- Activities report including communication strategy, status of ongoing and finalized activities, and results and accomplishments

- Recommendations for improving the GBTP communication

III. Education and Experience

- Masters' degree or its equivalent in combination with years of experience in communication, journalism or related degrees
- At least five years of relevant working experience in Latin America and the Caribbean, and also financial and banking sectors
- Knowledge and work experience with financial markets. Fluency in English and Spanish. Proficient knowledge of Portuguese highly desirable.