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TERMS OF REFERENCE FOR THE DIRECTOR OF OVE

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**Terms of Reference for the
Director of OVE
May 2017**

The Inter-American Development Bank Group (IDBG)¹ is today the leading source of development financing for Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, the IDBG's aim is to achieve development in a sustainable, climate-friendly way. It provides loans, grants, and technical assistance, and conducts extensive research.

The Office of Evaluation and Oversight is an independent unit of the IDB, reporting directly to the IDB Board of Executive Directors. The Director of the Office of Evaluation and Oversight serves a critical role in leading the planning, implementation, and supervision of the Office's vision, goals, strategies, and work plan towards independently and objectively assessing and enhancing the efficiency, relevance, and impact of the operations of the IDBG.

Purpose of the Office of Evaluation and Oversight (OVE):

- The primary objective of a strong independent evaluation function is to improve the development effectiveness, relevance, and efficiency of the IDBG's interventions. In order to do so, OVE's work must seek to enhance both accountability for development results, and continuous learning and improvement. For this, OVE undertakes independent and systematic evaluation of the IDBG's strategies, policies, programs, operations, activities, and systems. OVE's evaluations are grouped into four broad categories: project evaluations, country program evaluations, sector and thematic evaluations, and corporate evaluations. OVE also provides support to the IDBG Boards of Executive Directors, as relevant, in its oversight role. These products are meant to provide useful, professional, and impartial perspectives on IDBG's performance and development effectiveness to be disclosed to the Boards of Executive Directors and for public disclosure, according to the Bank's Access to Information Policy and related guidelines.
- Incorporating evaluation assessments and findings into lessons learned and recommendations are essential contributions to the improvement of ongoing activities and the design of new operations. The Director of OVE has a leadership role in building a collaborative learning environment through continuous feedback and contributing to the IDBG's institutional learning cycle, as well as in designing programs to improve the dissemination and use of lessons learned, within the context of the Bank's overall evaluation system. Thus, recommendations for improvement can be used in the design, appraisal, and execution of new operations, as well as in the formulation of new policies and procedures. OVE also monitors and reports to the Board on the actions taken by Management to implement Board-endorsed recommendations and reports annually on its progress.

¹ Includes the Inter-American Investment Corporation (IIC), a separate public international organization which is committed to the development of Latin America and the Caribbean through the private sector, and the Multilateral Investment Fund (MIF), which is a fund under the administration of the IDB.

Key Responsibilities of the Director of OVE:

- Lead and develop a high-performance independent evaluation office with relevant experience and highest quality standards and attention to the efficiency and effectiveness of the use of resources. In accordance with Bank policies, regulations, and procedures, manage OVE's personnel, budget, and work program under the oversight of the Policy and Evaluation Committee of the IDB Board of Executive Directors (PEC). The Director leads an Office of approximately 27 staff, contractual employees including Research Fellows, and a total 2017 budget of \$9.4 million.
- Formulate and implement OVE's work program, as agreed and approved by the respective IDBG Board, safeguarding the independence and ensuring the quality of the evaluations. A two-year rolling Work Plan detailing OVE's proposed work and annual draft budget are submitted to PEC for consideration, and subsequent Board approvals. OVE's Director will engage with IDBG's Management and stakeholders when preparing the work program.
- Conduct evaluations to assess whether the IDBG's oversight programs, policies, strategies, interventions, and activities are producing the expected results. The OVE Director is responsible for the content, quality, and recommendations of the evaluation reports. Evaluation reports are presented to the respective IDBG Board for consideration and endorsement of recommendations.
- Hold final authority and responsibility for the content and quality of OVE's outputs (their process, methodology, and recommendations), achievement of long-term goals, and annual objectives of the Office.
- Provide PEC with semi-annual reports on the Work Plan execution and use of financial resources, as well as an annual report on the status of implementation of actions taken by Management in response to Board-endorsed evaluation recommendations, according to the IDB's Evaluation Recommendation Tracking System.
- Based on the assessments and findings of OVE's evaluations, prepare clear and actionable recommendations to improve the efficiency and effectiveness of the IDBG's policies, strategies, programs, interventions, and activities and their responsiveness to member countries' needs.
- Provide an appraisal of the IDBG's self-evaluation system.
- Focus on learning and use of evaluation results to strengthen OVE's own function, protocols, and products in order to continuously work to improve development results.
- Support a learning culture based on cooperation, information-sharing, and constructive feedback within the Bank and with its clients.
- Lead the Office in the dissemination of the findings and lessons learned arising from evaluation studies of IDBG operations within the institution, in borrowing member countries, and the development community in accordance with the Access to Information Policy. Encourage the participation of borrowing countries in evaluations and encourage and assist them in building effective monitoring and evaluation systems and capacity.
- Cooperate with the heads of evaluation of other international financial institutions and development agencies, donors, and development community at large in the search for best practices and sharing of information.

To discharge his/her responsibilities, the Director shall have unrestricted access to the staff, relevant meetings, and to operational and policy records of the IDBG.

Reporting Relationship:

- The Director of OVE will report directly to the IDB Board of Executive Directors through the PEC.
- Although PEC is the main channel of communication between the IDB Board and the Office of Evaluation and Oversight, there is also a close working relationship between OVE and the Programming Committee and ad hoc engagement with the Budget and Financial Policies (BUFIPOL) Committee as well as the Committee of the Board of Executive Directors of the IIC. In maintaining communication with the Programming Committee, OVE is responsible for providing the Committee with the Country Program Evaluations (CPEs), in coordination with the Committee of the Board of the IIC, in a timely fashion.
- The annual performance review of the Director of OVE will be undertaken by the Chairperson of the PEC, in coordination with the Chairperson of the Committee of the Board of Executive Directors of the IIC, as well as with the Chairpersons of the Programming and the Organization, Human Resources, and Board Matters Committees, as consistent with Bank procedures. The review will include leadership and communication skills, as well as the management of human and financial resources.
- The work of the Office and the Director will be independent of the IDBG's Management. However, in carrying out this work, the OVE Director and the employees of the Office must adhere to all existing Bank policies, procedures, and regulations, including but not limited to access to information, human resources management, financial reporting, and the Code of Ethics and Professional Conduct. Travel, time reporting, and leave for OVE Director and staff shall abide by the Bank's administrative regulations and, in the case of the Director, will be reported to the Chairperson of the PEC.

Managing the Relationships with the Board and Management:

- The Director of OVE will maintain proactive, collaborative, and constructive working relationships with the Boards and Management and work towards a constructive evaluation system.
- Discussions with Management prior to, during, and following all evaluations are needed to strengthen learning and improve harmonization evaluation efforts and relevance of evaluation findings.

Hiring and Dismissal Procedures:

- The Director shall be selected and appointed by the IDB Board of the Executive Directors for a single term of six (6) years. A Selection Panel will be established, constituted by Board members and chaired by the PEC Chairperson. The selection process will be open, transparent, and merit-based. The Director shall be a person of recognized competence and achievement in management in the private and/or public sectors with experience in the evaluation of strategy, policy, economic, business, and financing matters. The candidate shall not, at the time of nomination, have any interest in any operation financed by the IDBG or any other conflict or appearance of conflict of interest.

- As an IDB staff member, the Director will have the equivalent rank of an E3 Executive at the Bank. S/he will serve for a period of six years, respecting the Bank's retirement age and HR policies. At the end of the term of service, the Director will not be eligible for regular employment or reemployment in the IDBG as a staff member or contractual employee.
- The Board may terminate the contract of employment before its expiration date for cause with reference to the principles and applicable staff rules regarding contracts and termination of employment.

Key Eligibility Criteria:

The OVE Director should be an outstanding, strategic Executive with:

- Solid knowledge of the economic, social, and cultural framework of Latin America and the Caribbean. Experience in relevant work in the Region is preferred.
- Independence of thinking, high-level of professional integrity with earned respect of professional peers.
- Strong analytical skills, combined with past development and evaluation experience.
- Understanding and/or experience with public and private sector investment and finance is considered important.
- Understanding of and preferably experience with the work of multilateral development institutions.
- Proven management and leadership qualities: an outstanding people manager who models inclusive behavior, promotes diversity, and efficiently manages resources. Proven management record in similar positions, including supervision of technically strong multi-disciplinary teams.
- Effective and proactive communication skills and the ability to clearly and concisely explain complex topics.
- Experience in knowledge dissemination.
- **Education requirement:** At least a Master's or equivalent advanced level degree(s) in Economics, Finance, Engineering, Business Administration, or related field. At least 15 years+ of relevant experience, preferably with 10 years at the international senior leadership level.
- **Language requirement:** Working professional proficiency, both oral and written, in English and Spanish is required. Working knowledge of a third Bank language (Portuguese or French) is desired.
- **Supervisory Competencies:**
 - **Acting Strategically to Deliver Results:** Delivers results for the Board and IDB Group that support the organization's strategy, mission, and vision, as well as the efficient use of resources.
 - **Developing People and Teams to Deliver Results:** Builds talent and capability inside the organization through coaching, mentoring, training, developmental assignments and knowledge-sharing.

- **Leading Change:** Accelerates organizational transformation through the management of change and support for employee innovation.
- **Building Engagement and Commitment:** Develops engagement and commitment by setting challenging goals, acknowledging employee efforts, creating involvement and participation, hearing multiple perspectives, and driving a unified approach.
- **Promoting Diversity and Inclusion:** Improves and ensures a diverse environment and actively works to build, coach, and empower teams with diverse backgrounds (e.g. gender, ethnic origin, disability, sexual orientation, background, perspective).

Starting Date for the new OVE Director: April 1, 2018