

## REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES

Selection # as assigned by e-Tool: HA-T1295-P001

Selection Method: Simplified Competitive Selection

Country: Haiti

Sector: IDB Lab

Funding – TC #: ATN/MB-18982-HA

Project #: HA-T1295

TC name: The Haiti Impact Facility (HIF)

Description of Services: Outreach and Partnerships Consultancy

Link to TC document: <https://www.iadb.org/en/project/HA-T1295>

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: *May 2<sup>nd</sup>, 2022* 5:00 P.M. (Washington D.C. Time).

The consulting services (“the Services”) include :

1. Develop and recommend a Stakeholder engagement strategy for the HIF, which will be aligned with the organization’s current and future strategic and operational plans. Develop and recommend supporting and reporting mechanisms for the Stakeholder engagement strategy. These should include performance objectives, and advice on performance measurements.
2. Identify, plan, participate and promote opportunities for strategic relationships (including networking activities, outreach events, information sessions, and other mechanisms) involving public and private banks and financial institutions, public and private funds, investors, development agencies, philanthropic institutions, etc.
3. Develop an understanding of the needs of the international market for impact investing, and share the lessons learned with the internal IDB Team. Support the IDB Team in defining a Master Memorandum of Understanding and agreement for stakeholders’ engagement.
4. Help secure commitments from key stakeholders to support the pilot phase of projects financed through the HIF. Support and work closely with IDB Team in final agreement negotiations with key stakeholders to support projects financed through the HIF in Haiti.

The expected key activities will be:

1. With the support of IDB Team, develop a Stakeholder engagement strategy to communicate and develop the HIF network. Develop reporting mechanism to communicate with Stakeholder about the results of the HIF, and investments.
2. Organize activities such as workshops, networking events, and participate in international events to share a common understanding of the benefits of the HIF for investors. Travel cost and any other social overheads cost of the external experts (including IDB personal) related in the planning and participation of outreach activities will be covered by this contract.
3. Work with the IDB Team and the Program Technical Partner to share lessons learned from the interaction with Stakeholders.

4. Based on the lesson learned and with the support of the IDB Team, and Program Technical Partner, support the development of a MoU template and draft Agreement.
5. Engage with interested Stakeholders to secure commitments to support pay-for-success (PFS) projects in Haiti.

The consultancy will start at the contract signature and will last twelve months. The milestones will be as follows:

1. Within two weeks, submission of the consultancy schedule and methodology.
2. Within one month, submission of the Stakeholder engagement strategy.
3. Within six months, submission of the Report on lessons learned from the interaction with stakeholders.
4. Within nine months, submission of the MoU and agreement templates.
5. Within twelve months, the consultant/firm will have engaged with stakeholders and secure funding commitments for the first 5 pilot PFS contracts to be financed through the HIF. Total mobilization target: US\$ 5.5 million.
6. At the end of the contract, submission of a final report on lesson learned.

Eligible consulting firms will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policy for the Selection and Contracting of Consulting firms for Bank-executed Operational Work](#) - GN-2765-4. All eligible consulting firms, as defined in the Policy may express an interest. 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.

The IDB now invites eligible consulting firms to indicate their interest in providing the services described above in the [draft summary](#) of the intended Terms of Reference for the assignment. Interested consulting firms must provide information establishing that they are qualified to perform the Services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). 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.

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: [Jean-Emmanuel Desmornes](mailto:Jean-Emmanuel.Desmornes@IADB.ORG) [JDESMORNES@IADB.ORG](mailto:JDESMORNES@IADB.ORG) with a copy to [Smeldy Ramirez Rufino](mailto:Smeldy.Ramirez.Rufino@IADB.ORG) [SMELDYR@iadb.org](mailto:SMELDYR@iadb.org) and [Padydeh Eghbali](mailto:Padydeh.Eghbali@IADB.ORG) [padydehe@iadb.org](mailto:padydehe@iadb.org).

Inter-American Development Bank

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## Draft Summary of Terms of Reference

### *Haiti Impact Facility – Outreach and Partnerships Consultancy*

#### **1. Background and Justification**

*Haiti has a long history with foreign aid and development assistance to tackle pressing social/environmental issues with a yearly average of around US\$900 million. However, the country still has nearly 60% of its population living below the poverty line of US\$2.42 per day, only 61% of the adult population is literate, and about 40% of the population lacks access to essential health and nutrition services. To significantly improve these indicators to achieve intended results and generate robust evidence of their impact, Haiti is well positioned to explore new models tying funding to impact that could reshape how aid is provided, allow the government to ensure a results-oriented sector approach, and pave the road toward restoring public trust.*

*The Haiti Impact Facility (HIF) is being proposed to achieve greater efficiency and impact in the delivery of IDB development assistance and Haitian government-funded services, particularly for vulnerable populations. The HIF is designed to provide the foundational architecture for testing and learning from multiple pay-for-success financing operations and aims to scale through implemented learnings and accumulated expertise within the IDB Haiti COF. This architecture enables the rapid acquisition of experience, learning and expertise around how and when to use pay-for-success instruments across a range of policy and innovation priorities. The HIF will become a social development catalytic agent, improving the value for money and the development impact of aid to Haiti and the wider IDB Group portfolio. HIF is an initiative based on an assessment of current market needs, the IDB Group's goals and objectives, and lessons learned from the establishment of similar international facilities and similar structures in other IDB projects.*

*The Facility will be implemented programmatically and contain multiple pay-for-success projects in priority IDB sectors. Consequently, beneficiaries and target populations will be rigorously defined at the sub-project level. IDB Lab is committing U\$2 million to this initiative with the goal of raising an additional U\$15 million from partners and other donors.*

#### **2. Objectives**

*Developing the HIF requires for IDB Group to establish a new culture of funding for development projects. This challenge has to be tackled both internally and externally. For the first phase, IDB Group is recruiting an internal team to be supported by an external Program Technical Partner, which will operationalize the facility. To cover its other external challenges, IDB Group is looking for a consultant or consulting firm which will work with external stakeholders to mobilize strategic investment/funding through investment funds networks, philanthropic institutions, other Multilateral Development Banks, Development Agencies, and the Haitian diaspora (the stakeholders). The scope and activities of these twelve months consultancy are described below.*

#### **3. Scope of Services**

*The Outreach and Partnerships consultant/firm will work closely with a local IDB Team fully dedicated to the Haiti Impact Facility, and a Program Technical Partner. IDB Team will support the consultant/firm in every step of the consultancy. The services include:*

- 3.1.** *Develop and recommend a Stakeholder engagement strategy for the HIF, which will be aligned with the organization's current and future strategic and operational plans. Develop and recommend supporting and reporting mechanisms for the Stakeholder engagement strategy. These should include performance objectives, and advice on performance measurements.*
- 3.2.** *Identify, plan, participate and promote opportunities for strategic relationships (including networking activities, outreach events, information sessions, and other mechanisms) involving public and private banks*

and financial institutions, public and private funds, investors, development agencies, philanthropic institutions, etc.

- 3.3. Develop an understanding of the needs of the international market for impact investing, and share the lessons learned with the internal IDB Team. Support the IDB Team in defining a Master Memorandum of Understanding and agreement for stakeholders' engagement.
- 3.4. Help secure commitments from key stakeholders to support the pilot phase of projects financed through the HIF. Support and work closely with IDB Team in final agreement negotiations with key stakeholders to support projects financed through the HIF in Haiti.

#### **4. Key Activities**

- 4.1. With the support of IDB Team, develop a Stakeholder engagement strategy to communicate and develop the HIF network. Develop reporting mechanism to communicate with Stakeholder about the results of the HIF, and investments.
- 4.2. Organize activities such as workshops, networking events, and participate in international events to share a common understanding of the benefits of the HIF for investors. Travel cost and any other social overheads cost of the consultancy team any potential external experts/speakers related in the planning and participation of outreach activities will be covered by this contract.
- 4.3. Work with the IDB Team and the Program Technical Partner to share lessons learned from the interaction with Stakeholders.
- 4.4. Based on the lesson learn and with the support of the IDB Team, and Program Technical Partner, support the development of a MoU template and draft Agreement.
- 4.5. Engage with interested Stakeholders to secure commitments to support pay-for-success (Pfs) projects in Haiti.

#### **5. Expected Outcome and Deliverables**

- 5.1. Consultancy work plan: including schedule of activities and outreach methodology.
- 5.2. Minutes for meetings organized with IDB Lab Team.
- 5.3. Stakeholder engagement strategy provided.
- 5.4. Reports on key findings and potential next steps from the interaction with Stakeholder.
- 5.5. Master MoU and agreement for Stakeholders' engagement.
- 5.6. MoU signed with Stakeholders to support projects through the HIF.
- 5.7. Final report on lesson learned.

#### **6. Project Schedule and Milestones**

The consultancy will start at the contract signature and will last twelve months. The milestones will be as follow:

- 6.1. Within two weeks, submission of the consultancy schedule and methodology.
- 6.2. Within one month, submission of the Stakeholder engagement strategy.
- 6.3. Within six months, submission of the Report on lessons learned from the interaction with stakeholders.
- 6.4. Within nine months, submission of the MoU and agreement templates.
- 6.5. Within twelve months, the consultant/firm will have engaged with stakeholders and secure funding commitments for the first 5 pilot Pfs contracts to be financed through the HIF. Total mobilization target: US\$ 5.5 million.
- 6.6. At the end of the contract, submission of a final report on lesson learned.

#### **7. Reporting Requirements**

- 7.1. The consultant/firm will work closely with the IDB team and report to the local IDB Lab specialist and the HIF

coordinator.

**7.2.** For each of the milestone, a workshop will be organized to ensure a proper transfer of knowledge.

## **8. Acceptance Criteria**

**8.1.** Each deliverable will need to be validated by the local IDB Lab specialist.

**8.2.** The work will be accepted by an email sent by the local IDB Lab specialist. Every report may be subject to discussion before acceptance.

## **9. Other Requirements**

**9.1.** Experience of Stakeholder mobilization and engagement within the Multilateral Development Banks or International Public Institutions. Previous experience in fund raising, financial lobbyism, partnership-building with public or private financial institutions is required.

**9.2.** A first experience in issues related to the implementation of social and innovation projects in the public, private or international cooperation sector, is required.

**9.3.** An experience in Haiti and/or in Latin America and the Caribbean is considered as an advantage.

**9.4.** Fluency in English is required. Fluency in French is considered as an advantage.

**9.5.** The team should be composed of at least: Head of team who has a Bachelor's in administration, economy, finance, law, engineering or equivalent field - Master preferred; Expert in business development and contract negotiation who has a Bachelor's in administration, economy, finance, law, engineering or equivalent field - Master preferred; Assistant in event organization who has an Experience in communication, event organization, event management, or equivalent field.

**9.6.** At least two experiences with reporting and knowledge transfer for Development Projects.

**9.7.** The consultant will be requested to travel to different countries to attend events. Every travel will be subject to the non-objection of the IDB Lab employee in charge of Haiti.

## **10. Supervision and Reporting**

**10.1.** The consultant/firm will meet at least every week with the Haiti Impact Facility program coordinator and IDB Lab team.

**10.2.** The consultant/firm will report to the Haiti Impact Facility program coordinator and will copy the local IDB Lab specialist in every email.

## **11. Schedule of Payments**

**11.1.** Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts except to cover pre-approved travel costs. 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.

<b>Payment Schedule</b>	
<b><i>Deliverable</i></b>	<b>%</b>
<i>1. Consultancy schedule and methodology submitted and accepted</i>	20%
<i>2. Stakeholder engagement strategy submitted and accepted</i>	20%
<i>3. Lessons learned from the interaction with Stakeholder submitted and accepted</i>	20%
<i>4. Master MoU and agreement templates submitted and accepted</i>	20%
<i>5. Final report on lesson learned submitted and accepted</i>	20%
<b>TOTAL</b>	<b>100%</b>

**11.3.** *The contract will include a budget to cover travel and any other events expenses. Travels will be capped at 15 trips / 45 days for the consultancy team, and 5 trips / 15 days for any external experts/speakers. Note that the travel budget will only be paid if travel has occurred for activities described in these TORs. All unused funds will be returned to the IDB or cancel from the contract committed amount.*