

REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTING SERVICES

Selection # as assigned by e-Tool: RG-T3642-P004

Selection Method: Simplified Competitive Selection

Country: Regional

Sector: Infrastructure and Energy

Funding – TC #: ATN/CN-18103-RG

Project #: RG-T3642

TC name: CANEF: Paradigm Shift in the Non-Renewable Natural Resources Sectors for Latin America and the Caribbean

Description of Services: Prepare products to disseminate key CANEF-related projects and results developed and achieved by the Mining Group, by adapting content and preparing communications material in various formats.

Link to TC document: <https://www.iadb.org/en/project/RG-T3642>

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: April 26th, 2022 at 5:00 P.M. (Washington D.C. Time).

The consulting services (“the Services”) include the preparation of products to disseminate key CANEF-related projects and results developed and achieved by the Mining Group, by adapting content and preparing communications material in various formats. The performance of the consulting services (“the Services”) will require an estimated timeframe of 4 months

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: *Natascha Nunes da Cunha* (nataschan@iadb.org) y *Carlos Sucre* (csucre@iadb.org)

Inter-American Development Bank
Infrastructure and Energy
Natascha Nunes da Cunha, Team Leader

1300 New York Ave, NW, Washington DC 20577, USA
E-mail: nataschan@iadb.org
Web site: www.iadb.org

Selection process # RG-T3642-P004

TERMS OF REFERENCE

Mining Communications Support

RG-T3642

CANEF: Paradigm Shift in the Non-Renewable Natural Resources Sectors for Latin America and the Caribbean

<https://www.iadb.org/en/project/RG-T3642>

1. Background and Justification

- 1.1. The Inter-American Development Bank (IDB) is the main source of multilateral financing for economic, social and institutional development in Latin America and the Caribbean (LAC). The IDB provides loans, grants, guarantees, consulting services and technical assistance to the public and private sectors of its borrowing member countries. The Infrastructure and Energy Sector (INE) conceptualizes, prepares, supports the execution, and supervises Bank's operations in the areas of Energy, Transport, Water and Sanitation, and Mining. The IDB Group includes the Inter-American Development Bank (IDB), the Inter-American Investment Corporation (IDB Invest) and the IDB LAB.
- 1.2. The Mining Group supports the identification and implementation of best practices in the management of natural resources, with attention to high environmental and social standards. It does so by developing and managing loans, grants, as well as various funds, through which it finances the generation of knowledge products and provides financial and technical assistance to LAC countries. One of the most important funds it has managed is the Canadian Extractive Sector Facility (CANEF), a project specific grant provided by the government of Canada, which has since 2016 financed over 20 technical cooperation projects in various areas, with a focus on Colombia, Dominican Republic, and Peru. Thanks in great part to CANEF, the Mining Group has been working to position the sector as a key player in the transition towards a low carbon economy, focusing on initiatives that promote long-term planning capabilities, promote innovative and low carbon emissions solutions, foster responsible investment, enhance environmental and social safeguards and harmonious stakeholder relations to ensure better natural resource governance.

2. Objectives

- 2.1. In coordination with the Knowledge, Innovation and Communication Department (KIC), the selected firm will prepare products to disseminate key CANEF-related projects and results developed and achieved by the Mining Group, by adapting content and preparing communications material in various formats. All technical content will be developed or provided by the Mining Group and adapted and used accordingly by the firm for dissemination purposes. All communication products must follow IDB policies and guidelines.

3. Scope of Services

- 3.1. The selected firm must, through the activities listed below and in close coordination with the Mining Group team members, propose and implement a set of activities geared towards strengthening the strategic communications of CANEF projects and other related activities.

4. Key Activities

- Map and prioritize relevant stakeholders, identifying specific communications needs and key messages for each stakeholder group; and
- Develop and execute a communication plan for disseminating information related to CANEF-funded projects and products and in line with IDB policies and guidelines. The planning, design, and execution of such plan should be dealt within the framework of the guidelines of the INE-KIC plan (2022-2023);

- Develop content, based on the information provided by the Mining Group regarding projects and results, in a variety of formats (video, audio, text, infographics, etc.) to be used in the various dissemination efforts. To this end, the firm will work with the team to define and agree on key messages about each project or product disseminated to better tailor communication needs.

5. Expected Outcome and Deliverables

- 5.1. The expected outcome of this consultancy is an increased visibility about the projects and results achieved by the IDB's Mining Group through CANEF-financed activities. Specific deliverables include:
- 5.1.1. Work plan.
 - 5.1.2. Communications plan, including stakeholder map and key messages.
 - 5.1.3. The edit and design of one report about the CANEF program in Spanish and English, ready to be published in the IDB website (content to be provided by Mining group).
 - 5.1.4. Social Media content (banners) to promote the report (FB, LK, TW and FB, as well as email marketing) in both languages of the report.
 - 5.1.5. Design and edit of one brochure-type report summarizing the entire CANEF program in Spanish and English, ready to be published in the IDB website.
 - 5.1.6. Three infographics on key numbers and achievements (four official languages, in IG and FB format).
 - 5.1.7. One presentation (including script and key visuals) in Spanish and English, both script and key visuals.
 - 5.1.8. A short video (four official languages, in IG and FB format).
 - 5.1.9. Final report on activities executed by the firm.

6. Project Schedule and Milestones

- 6.1 Submit inception report including the timelines for all deliverables under this consultancy 30 working days from signing of contract.
- 6.2 Submit Communications plan 60 working days from signing of contract.
- 6.3 Submit Development of pieces (5.1.3 to 5.1.8) content 90 working days from signing of contract.
- 6.4 Submit Final report of activities 120 working days from signing of contract.

7. Reporting Requirements and Acceptance Criteria

- 7.1. The selected firm must send for IDB approval the reports and products listed in section 5, which will be reviewed according to precision and technical quality.
- 7.2. All deliverables must be sent from the official e-mail of the selected firm (or contact person). Any delay must be informed to and approved by the Bank.
- 7.3. Work will be accepted and approved by the Project leader, as specified in section 8, and this shall be communicated to the firm via e-mail. Products will only be considered accepted when acknowledged as such by the Bank. Once approved, the Project leader Will request the according payment.
- 7.4. Metrics on reach and results

8. Supervision and Reporting

- 8.1. All deliverables must be sent by e-mail to Natascha Nunes da Cunha (nataschan@iadb.org) and Carlos G. Sucre (csucre@iadb.org) in the format agreed upon for each product, with reports delivered in Word and PowerPoint.

9. Schedule of Payments

- 9.1. 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.
- 9.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
Deliverable	%
1. Signing of contract and inception report including the timelines for all deliverables under this consultancy	10%
2. Communications plan	20%
3. Development of pieces (5.1.3 to 5.1.8) content	60%
4. Final report of activities	10%
TOTAL	100%