

INTER-AMERICAN DEVELOPMENT BANK (IDB)

Compete Caribbean+ (CC+): Partnering for a Competitive, Equitable and Climate-Smart Region

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
Individual Consultant – Project Development Support, Dominica**REGIONAL****TERMS OF REFERENCE****Background**

Established in 1959, 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. It provides loans, grants, guarantees, policy advice, and technical assistance to the public and private sectors of its borrowing member countries.

To support sustainable economic growth and competitiveness in the Caribbean, the IDB partnered with Canada, the United Kingdom, and the Caribbean Development Bank in 2010 to implement the Compete Caribbean Program (CCP). Its first phase addressed information gaps, the business climate, and firm-level innovation and export growth. A second phase, the Compete Caribbean Partnership Facility (CCPF, 2017–2024), strengthened firm productivity, innovation, public-sector reform capacity, and indigenous institutions' ability to replicate proven methodologies.

Building on these results, the IDB approved Compete Caribbean+ (CC+, 2024–2029). CC+ seeks to improve the gender-responsive sustainable growth and climate resilience of the Caribbean private sector by: (i) improving private-sector competitiveness, climate action, and inclusiveness; (ii) enhancing government capabilities to support climate-smart and gender-responsive businesses; and (iii) reinforcing research institutions and ecosystems that produce knowledge for climate-smart and gender-responsive public and private sectors.

CC+ is jointly funded by the IDB, the United Kingdom Foreign, Commonwealth & Development Office, the Caribbean Development Bank, and the Government of Canada, and is executed by the IDB through a Facility Coordination Unit based in the Barbados Country Office. The program serves 13 Caribbean countries and emphasizes climate action, gender equality and inclusion, institutional strengthening, and the transfer and scaling of effective approaches through strategic public- and private-sector actors.

Under Pillar 2, CC+ provides technical assistance to strengthen public governance and institutional capacity to support climate smart action and resilience building. Assistance may include strengthening legal and policy frameworks that promote competitiveness and climate action, enhancing capabilities to formulate, implement, and monitor climate policies affecting firms, advancing more inclusive climate governance, and building public-sector capacity in key economic sectors including climate-smart agriculture and food systems, sustainable tourism, blue-economy activities, and other nature-based solutions with biodiversity co-benefits.

Dominica is eligible for CC+ support and as a Small Island Developing State is particularly vulnerable to the impacts of climate change, natural hazards and economic shocks. Strengthening institutional capacity and governance systems is therefore critical to enabling a more resilient, competitive, and sustainable private sector. CC+ support seeks to address these challenges through targeted investments in public governance and institutional capacity that enable climate-smart, inclusive, and resilient economic development. In this context, the Facility requires proposed interventions to be results-focused, grounded in stakeholder consultation and evidence, aligned with national and regional priorities. Particular emphasis is placed on enhancing climate resilience, gender equality and inclusion, institutional capacity, sustainability, and opportunities for replication or scale.

Objectives

The objective of this consultancy is to provide project development and design expertise to the relevant stakeholders in Dominica and prepare a complete, technically sound Pillar 2 project proposal that meets the IDB and CC+ eligibility, quality-at-entry, and results requirements. The assignment will translate the priority project concept into an implementable operation that strengthens public governance and institutional capacity to create the enabling environment for climate-smart, gender-responsive, and inclusive private-sector development.

Scope of Services

Using a participatory and evidence-based approach, the consultant will work with the designated national counterpart, the CC+ Facility Coordination Unit, and relevant public, private, academic, and civil-society stakeholders to refine the proposed intervention and prepare the full project package. The work will cover diagnostic analysis, stakeholder engagement, theory of change and results design, implementation arrangements, budgeting, procurement planning, risk management, sustainability, and integration of climate, gender, inclusion, and regional considerations.

Key Activities

To achieve the consultancy objective, the consultant will complete the following activities:

- Review the CC+ proposal, results framework, operating guidance, relevant Pillar 2 documentation, and applicable IDB policies and procedures.
- Review the national concept notes and relevant strategies, legislation, institutional assessments, diagnostics, evaluations, and ongoing initiatives in Dominica.
- Confirm the development issues and opportunities, affected groups, institutional challenges, climate-related constraints, gender and inclusion gaps, and the rationale for CC+ support.
- Map and consult key stakeholders, including the designated counterpart, relevant ministries and agencies, private-sector organizations, firms, academia, civil society, and development partners, as appropriate. Consultation and validation workshops and/or meetings should be coordinated and led by the consultant as necessary.
- Assess complementarities, duplication risks, lessons from comparable interventions, implementation constraints, and opportunities to leverage related national, regional, IDB, or partner initiatives.
- Identify gaps in the existing concepts and collect the technical, institutional, financial, and results information required for project design.

- Prepare and agree on a work plan detailing methodology, consultations, responsibilities, mission requirements, milestones, and timelines.
- Develop a clear theory of change, results framework, indicators, baselines, targets, means of verification, assumptions, and monitoring arrangements aligned with the CC+ results framework.
- Define the project components, activities, beneficiaries, governance and execution arrangements, procurement approach, implementation schedule, and detailed budget.
- Integrate gender equality and inclusion, climate resilience, environmental and social considerations, institutional strengthening, knowledge dissemination, sustainability, and scalability throughout the design.
- Prepare a risk matrix covering technical, institutional, fiduciary, stakeholder, climate, sustainability, and implementation risks, with proportionate mitigation measures.
- Draft the complete project proposal and all required annexes, facilitate validation with the counterpart and CC+, and revise the package in response to consolidated comments.

Deliverables and Payments Timeline

The following deliverables are expected under this contract:

Deliverable 1 – Inception Report and Work Plan: A concise assessment of the assignment, document review, methodology, stakeholder engagement plan, information gaps, responsibilities, mission requirements, work schedule, and proposed structure of the project package, due within nine calendar days of contract signature.

Deliverable 2 – Project Design Framework (TC Abstract): A validated problem analysis, stakeholder map, theory of change, concise project concept note with component structure, budget, risks and draft results matrix framework, including indicators, baselines, targets, assumptions, and means of verification.

Deliverable 3 – First Draft Project Proposal (TC Document Package): A complete first draft prepared in the CC+ project proposal format, with all required annexes, including detailed activities, implementation arrangements, budget, procurement plan, risk matrix, results matrix with monitoring arrangements, terms of references, sustainability and scaling strategy, and integrated climate, gender, and inclusion considerations.

Deliverable 4 – Final Project Proposal (TC Document Package): A finalized, quality-assured project proposal and annex package that addresses consolidated comments from the counterpart and CC+ and is ready for the applicable CC+ review and approval process.

Schedule of Payments

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.

Deliverable	Payment
Deliverable 1 – Approved Inception Report and Work Plan	10%
Deliverable 2 – Approved Project Design Framework	20%
Deliverable 3 – Approved First Draft Project Proposal	40%
Deliverable 4 – Approved Final Project Proposal	30%
Total	100%

What you'll need

- **Education:** Master's degree or equivalent advanced qualification in economics, public policy, international development, business, finance, law, climate policy, or another field directly relevant to the assignment.
- **Experience:** At least eight years of relevant professional experience in project preparation, private-sector development, public policy or institutional reform, including experience designing donor- or development-financed operations. Demonstrated experience developing theories of change, results frameworks, budgets, implementation arrangements, procurement plans, risk matrices, and monitoring and evaluation frameworks. Demonstrated experience integrating climate resilience or climate action, gender equality, inclusion, and institutional sustainability into project design. Knowledge of Caribbean development challenges and experience engaging government, private-sector, and development-partner stakeholders are highly desirable.
- **Languages:** Proficiency in English.

Key skills:

- Learn continuously.
- Clear verbal and written communication skills.
- Collaborate and share knowledge.
- Focus on clients.
- Innovate and try new things.
- Policy and legislative gap analysis.
- Project analysis and use of key project development tools: stakeholder analysis, TOC/logic models, RF, social and gender impact assessment, risk analysis, sustainability planning, climate change impact assessment, etc.
- Highly developed communication and proposal writing skills.
- A working understanding of guidelines and procedures typically used by development banks (e.g. harmonized procurement guidelines)

Requirements

- **Citizenship:** The consultant must be a citizen of one of the IDB's member countries or CC+ beneficiary countries.
- **Consanguinity:** The consultant must have no family members, up to the fourth degree of consanguinity and second degree of affinity, including a spouse or domestic partner, working at the IDB, IDB Invest, or IDB Lab.

Type of Contract and Duration

- **Type of contract:** Products and External Services Consultant, lump sum.
- **Length of contract:** Four months from the contract start date, with the final level of effort to be confirmed by the Facility Coordination Unit.
- **Work location:** Off-site, with travel to Dominica if required and authorized in advance.

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

- A **competitive compensation** package.
 - A flexible way of working. You will be evaluated by deliverable.
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Submission Requirements

Interested consultants should submit the following in English:

1. A cover letter (maximum two pages) expressing interest and summarizing relevant experience, including similar assignments in the Caribbean.
2. An updated curriculum vitae (CV) highlighting relevant qualifications and experience.
3. Contact details of two professional references.
4. Proposed lump-sum fee for the assignment.

How to Apply

Submissions should be sent by email to CompeteCaribbean@IADB.ORG; copied to **Amanda Charles:** Acharles@iadb.org with the subject line “**REOI – Project Development Support for Dominica**”.

Deadline date for receipt of Expressions of Interest – October 15th, 2026 AST at 5:00pm.

Questions may be submitted to the same address up to October 9th, 2026.

Disclaimer

Expressions of interest will be assessed on the basis of qualifications, relevant experience and demonstrated capacity to deliver the assignment, in accordance with these Terms of Reference (TORs) and the IDB policies and procedures. Only shortlisted candidates will be contacted.