

Terms of Reference

Short Term Consultant (STC) for Knowledge Management

1. Background

THE WORLD BANK GROUP

Established in 1944, the WBG is one of the world's largest sources of funding and knowledge for development solutions. In fiscal year 2013, the WBG committed \$52.6 billion in loans, grants, equity investments and guarantees to its members and private businesses, of which \$16.3 billion was concessional finance to its poorest members. It is governed by 188 member countries and delivers services out of 120 offices with nearly 15,000 staff located globally.

The WBG consists of five specialized institutions: The International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), the International Finance Corporation (IFC), the Multilateral Investment Guarantee Agency (MIGA), and the International

Centre for the Settlement of Investment Disputes (ICSID). The World Bank is organized into six client-facing Regional Vice-Presidencies, several corporate functions, and is introducing fourteen Global Practices as well as five Cross-Cutting Solution Areas to bring best-in-class knowledge and solutions to regional and country clients.

THE "URBAN, DISASTER RISK MANAGEMENT, RESILIENCE AND LAND" GLOBAL PRACTICE (GPURL)

Urbanization is occurring at an unprecedented pace. Cities generate 80% of global GDP and are key to job creation and the pursuit of shared prosperity. Yet one billion city residents live in slums today, and by 2030 one billion new migrants will arrive in cities. This concentration of people and assets will exacerbate risk exposure to adverse natural events and climate change, which affects the poor disproportionately. The absence of secure land tenure underpins deprivation and is a major source of conflict in the urban and rural space. One and a half billion people live in countries affected by repeated cycles of violence. In the absence of services, participative planning and responsive institutions, these trends will result in increased poverty, social exclusion, vulnerability and violence. Finally, avoiding a 4-degree warmer world requires drastically reducing the carbon footprint of cities.

The WBG is in a unique position to support national and sub-national clients to: harness urbanization and enable effective land management in support of both growth and poverty reduction; foster social inclusion of marginalized groups; support the responsiveness and fiscal, financial, and management capacities of local governments – cities, municipalities, and rural districts – to deliver local infrastructure and decentralized services; strengthen resilience and risk management related to natural disasters; reduce conflict and violence; scale-up access to finance for sub-national governments; and reduce the carbon footprint of cities. The WBG brings a combination

of lending (\$7-8 billion in annual lending to cities), analytical and advisory services (e.g., social inclusion flagship, urbanization reviews, Sendai dialogue), its growing portfolio of reimbursable advisory services, its convening power (e.g., understanding risk and the land conferences), its leveraging capacity (e.g., guarantees and risk mitigation), and its ability to work with the private sector to tackle the challenges at scale and to effect.

GPURL covers a wide gamut: (i) developing green, inclusive and resilient cities; (ii) enhancing urban and rural development through supporting and managing the urban-rural transition, assisting local development through developing land tenure, management and information systems; and (iii) assisting in disaster risk management through issues of risk assessment, risk reduction (including flood management, urban drainage, coastal management, and retrofitting of infrastructure), disaster preparedness (including hydromet services, early warning systems, and civil defense), risk financing (including CAT-DDO), and resilient reconstruction (including post-disaster damage and loss assessment).

REGIONAL/COUNTRY/GLOBAL UNIT CONTEXT

The Tokyo Development Learning Center (TDLC) program is a partnership of the Government of Japan and the Urban, Disaster Risk Management, Resilience and Land (GPURL) of World Bank based in Tokyo, Japan. TDLC supports and facilitates strategic WBG and client country collaboration with select Japanese cities, agencies and partners for joint research, knowledge exchange, capacity building and other activities that develop opportunities to link Japanese and global expertise with specific project-level engagements in developing countries to maximize development impact. The program is global in reach and thematically focused on urban planning, urban service provision, urban management, social development, land management, territorial development, sustainable tourism, local economic development, competitiveness, and municipal finance.

TDLC also serves as a platform for the dissemination of development knowledge and activities with the Japanese public sector, private sector and public. Activities that favorably present the development efforts of Japan with the World Bank are encouraged by the donor. Engaging directly with municipal officials, academia, and private sector entities in Japan to broaden stakeholder engagement has been a particular focus of this phase of the partnership.

2. Duties and Responsibilities

GPURL is seeking a Knowledge Management STC as part of the TDLC team. The selected candidate will be in charge of development and delivery of TDLC's knowledge sharing activities, and report to the TDLC Task Team Lead Victor Mulas. Tasks will include but not limit to:

- Work closely with TDLC Task Team Lead and Knowledge Management Analysts to design, develop, implement and evaluate knowledge sharing events.

- Prepare Concept Notes, agendas and running orders for Face-to-Face and virtual knowledge sharing programs and activities.
- Mobilize speakers and resource experts from the WBG and from partner organizations for TDLC knowledge and learning events.
- Interface with operational teams to identify needs for just-in-time knowledge and expertise and with partner organizations in Japan and abroad to identify relevant sources of expertise; design and broker appropriate knowledge, learning and advisory activities to match demand with available sources of supply.
- Perform desk research on designated topics for TDLC knowledge activities
- Support the development of communities of experts and TDLC alumni community, ensuring that tools and techniques including online collaboration platforms, virtual meeting technology, etc. are made available and are used effectively and that community-generated content and expertise is captured, catalogued, and is easily accessible within and across communities.
- Draft event/activity announcements and summaries.
- Liaise with partners and clients for event coordination.

3. Level of Effort and Institutional Arrangements

The consultant will work closely with the TDLC team. Starting date: April,2021

4. Qualifications

- MA degree in social science or related fields and minimum of 3 years relevant experience
- Experience with design, organization and implementation of knowledge sharing and learning activities
- Event management and coordination experience. Experience with learning design, development and delivery for virtual knowledge sharing program is plus.
- Familiarity with urban development projects and policies in Japan is a plus.
- Proven ability to deliver projects and activities on time
- Ability to gather and organize information and to synthesize knowledge from diverse sources of information.
- Excellent oral and written communication skills, and ability to produce quality work under tight deadlines; ability to organize, edit and draft a variety of documents.
- Ability to work simultaneously on a variety of issues and activities, independently, adjusting to priorities and achieving results within deadlines.
- Ability to write concise summaries
- Strong client service and program delivery orientation
- Proven ability to deliver projects and activities on time
- Strong English and Japanese language skills
- Ability to deal sensitively in multi-cultural environmental and build effective working relationships with operational staff.
- Strong team player

Application

To apply, email a copy of your resume to The TDLC team tdlc@worldbank.org by March 12, 2021