

Short Term Consultant Assignment

Support to Romania Portfolio Team

Background

The World Bank Group (WBG) is the world's largest source of funding and knowledge for development solutions. With 189-member countries, staff from more than 170 countries, and offices in over 130 locations, the World Bank Group is a unique global partnership: five institutions working for sustainable solutions that reduce poverty and build shared prosperity in developing countries.

The ECA Region offers customized knowledge and innovative financial products to address the challenges of a rapidly changing Region in a timely manner. Within ECA, the Central, Southern Europe and Baltics country unit (ECCEU) serves all EU members, including Romania and Hungary. In recent years, the World Bank has had a significant program in ECCEU countries across all instruments: lending, reimbursable advisory services, and advisory services and analytics.

The World Bank (WB) Romania program supports the Government's efforts to strengthen its administrative capacity, enhance the country's competitiveness and foster inclusive growth. Our extensive and rich program employs the full range of the World Bank Group instruments: (i) traditional investment operations, (ii) Results-Based Financing, (iii) Development Policy Lending, (iv) guarantees, (v) private sector financing, and (vi) an array of sophisticated knowledge, advisory services and analytics (ASA), including reimbursable advisory services (RAS). Since 2016, under a new Memorandum of Understanding for RAS, 16 advisory services agreements have been signed and more agreements are in preparation. Most of these RAS build on the foundation of institutional strengthening and capacity built under previous RAS, and are paid by Government using EU funds. This rapidly expanded work program has substantially increased the coordination and quality assurance role for the Romania Country Office, and specifically the Romania Portfolio Team, between the Government of Romania (different line ministries), the European Commission, ECCEU Director's office in Brussels and the WB Headquarters in Washington. The Romania Portfolio Team assists the Country Manager (CM) with portfolio management and quality assurance responsibilities, research, policy and data analysis for both Hungary and Romania.

ECCRO is a dynamic country office covering a large program that requires professional excellence and a commitment to teamwork. ECCRO is looking for an experienced, high-performing, energetic team member who possesses adaptability and flexibility in providing support to the Romania Country Program and in taking on special assignments as the need arises. The incumbent will report to the ECCRO Country Manager, is a key member of the Romania Portfolio Team, and is expected to work under the general direction of the Country Manager to monitor the portfolio and program, review operational packages and other reports (e.g., EU, corporate), and conduct portfolio analysis in a timely manner and with minimal supervision.

The selected candidate will be offered a Short-Term consultant contract for about 20 days until June 30, 2019, with the possibility of extension for the next Fiscal Year.

Duties and Accountabilities

Portfolio Analysis, Quality Assurance and Knowledge Sharing

- Support the Portfolio Team in carrying out periodic analyses of the portfolio
- Monitor the unit's deliverables and portfolio, in particular Analytic and Advisory Services (ASA) and provides regular updates to the Country Manager and the ECCEU anchor unit as needed. The consultant may need to support the portfolio team with other related tasks, as the need may arise
- Support the Portfolio team in reviewing ASA outputs and providing comments on concept documents
- Extract, interpret and analyze data, compile inputs from various sources (operational documents and Bank systems) to develop, maintain, and update standard and non-standard portfolio reports and spreadsheets;
- Prepare presentations and briefing materials on the country program/sector and project issues and support the Portfolio team in following up on portfolio issues;
- Ensure effective communication within the team on operational and project implementation issues;
- Analyzes portfolio and pipeline information and drafts regular and ad-hoc reporting internally to the management, including briefs and presentations, in collaboration with the Portfolio Team.

Selection Criteria

- Master's Degree in economics, public administration, social sciences or a related field;
- Two years of experience in operations, and/or project implementation and management;
- Knowledge of, and experience in working with national and/or local governments in Romania as well as international organizations operating in Romania and EU Institutions;
- Strong oral and written communications skills in both English and Romanian, including the ability to speak and write persuasively and present ideas clearly and concisely in both languages

Other cross-cutting criteria:

- Proven ability to think independently and demonstrated political sensitivity and mature judgment, with an ability to interpret challenging socio-economic trends;
- Ability to focus on key issues, while not losing sight of the big picture;
- Project and Portfolio Management - Understands and utilizes the basic concepts of project management, as they relate to the implementation of a project. Analyzes and identifies portfolio cross-cutting issues
- Client Orientation - Takes personal responsibility and accountability for timely response to client queries, requests or needs, working to remove obstacles that may impede execution or overall success.
- Drive for Results - Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results and has the personal organization to do so.
- Teamwork (Collaboration) and Inclusion - Collaborates with other team members and contributes productively to the team's work and output, demonstrating respect for different points of view.
- Knowledge, Learning and Communication - Actively seeks knowledge needed to complete assignments and shares knowledge with others, communicating and presenting information in a clear and organized manner.

- Business Judgment and Analytical Decision Making - Analyzes facts and data to support sound, logical decisions regarding own and others' work.

Interested candidates please send your CVs until April 30, 2019 to rlipara@worldbank.org