A. PROJECT BACKGROUND AND OBJECTIVES

_The World Bank Group_

With 189 member countries, staff from more than 170 countries, and offices in over 130 locations, the World Bank Group (WBG) is a unique global partnership: five institutions working for sustainable solutions that reduce poverty and build shared prosperity in developing countries. The WBG is working towards achieving the twin goals of ending extreme poverty, by reducing the share of the global population that lives in extreme poverty to 3 percent by 2030, and to promote shared prosperity, by increasing the incomes of the poorest 40 percent of people in every country.

For more information about the WBG, please visit our website: [http://www.worldbank.org/en/who-we-are](http://www.worldbank.org/en/who-we-are)

_The Global Facility for Disaster Reduction and Recovery (GFDRR)_

The Global Facility for Disaster Reduction and Recovery (GFDRR), established in 2006, is a multi-donor partnership and grant-making financing mechanism. The Mission of GFDRR is to facilitate implementation of the Sendai Framework for Disaster Risk Reduction and to contribute to the achievement of the Sustainable Development Goals and the Paris Agreement, by ensuring that all development policies, plans, and investments—including post-disaster reconstruction—are designed to minimize disaster risks and build the resilience of people and economies to climate change. GFDRR's strategy is underpinned by seven operating principles: Demand-driven, Leveraging Finance and Development Policy, Inclusive Approach, Gender, Addressing Disaster and Climate Risk, Knowledge, and Results oriented.

GFDRR channels funding to in-country engagements based on established criteria aligned with its operating principles. To help countries bring resilience to scale, many of the activities target interventions that leverage larger development programs. GFDRR operates across six regions: Africa; East Asia and Pacific; Europe and Central Asia; Latin America and the Caribbean; Middle East and North Africa; and South Asia. In FY18, 139 new grants and commitments totaling $53 million were approved, bringing the active portfolio to $252 million, supporting 394 activities and 136 countries. These grants address the full range of natural hazards, with flooding, earthquakes, and landslides receiving the greatest share.

GFDRR supports technical assistance and analytical work that leverages financing by international financial institutions—including IBRD, IDA, and the Climate Investment Funds—to test and scale innovations that ensure that investments enhance resilience and reduce risks. The World Bank is GFDRR’s main implementing partner, and provides the facility with the opportunity to leverage development investments well beyond the resources it manages, maximizing development impact. GFDRR currently executes its strategy through eight areas of engagement that support implementation of the Sendai Framework priorities and the Paris Agreement, and that contribute to the achievement of the Sustainable Development Goals. In FY18, these areas were: i) Using science and innovation in disaster risk management; ii) Promoting resilient infrastructure; iii) Scaling up engagements for city resilience; iv) Strengthening hydromet services and early warning systems; v) Deepening financial protection through disaster risk financing and insurance; vi) Building social resilience; vii) Deepening engagements in resilience to climate change, and; viii) Enabling resilient recovery.

GFDRR funds demand-driven technical assistance through development partners. While all donors contribute to a common multi-donor trust fund, dedicated financing is received from the Government of Japan, the European Union, the Climate Risks and Early Warning Systems Initiative, and the Climate Risk Finance and Insurance Program. The GFDRR Secretariat is hosted by the World Bank in Washington D.C. with satellite offices in Brussels and Tokyo. The Secretariat is responsible for awarding and managing grants, reporting on results, and carrying out outreach and partnership development. It also acts as the support hub for a decentralized network of DRM experts in the World Bank and provides a global platform for knowledge-sharing and capacity building. Further information on GFDRR is available at [www.gfdrr.org](http://www.gfdrr.org).
The World Bank Tokyo DRM Hub

In 2014, the Government of Japan (GOJ) and the World Bank partnered to launch the “Japan-World Bank Program for Mainstreaming Disaster Risk Management in Developing Countries” (the Program) aimed at mainstreaming disaster risk management (DRM) into national development planning and investment programs, including through World Bank country strategies and operations. The Program also strives to connect Japanese and global expertise in DRM with developing countries.

In four years of operation, the Program has provided the World Bank with a strategic operational platform, which includes the establishment of a dedicated DRM Hub in Tokyo (Hub). Together, Program activities have cumulatively enabled US$6.3 billion in World Bank’s DRM-informed investments, benefitting nearly 11 million people in over 50 countries. The Program has also increased significantly World Bank cross-sectoral collaboration. To date, innovative approaches to DRM mainstreaming (e.g., risk information, building regulations, social inclusion, seismic, geohazard, and hydro-meteorological management, and emergency preparedness and response) are being piloted in the World Bank’s education, transport, urban development, and water and sanitation sectors. Furthermore, the Hub has facilitated the transfer of Japan’s world-leading DRM expertise, technologies, and innovations to developing countries through a range of partnerships with Japanese academia, research institutes, the private sector, civil society organizations, and national and local governments.

The Program is managed by the GFDRR secretariat, while the Hub oversees implementation and day-to-day operations. The Hub works in partnership and coordination with World Bank regional and thematic teams, and global, regional and national institutions. Moreover, the Hub partners with international experts and institutions at the forefront of DRM.

Program activities provide funding, in the form of project grants, for technical assistance that integrate DRM into the preparation and implementation of World Bank investment projects and policy operations. These engagements include: (i) technical support to strengthen resilience of infrastructure projects against disaster risks; (ii) disaster risk analysis to gain and maintain credible disaster risk information required to enhance project design, and (iii) capacity building required to increase competencies of comprehensive DRM approach composing disaster risk mitigation, preparedness and response. Program grants primarily focus on the provision of country-level support that address three thematic areas, including Resilient Infrastructure; Risk Identification, Reduction, and Preparedness; and Disaster Risk Financing and Insurance (DRFI). Further information on the Hub is available at http://www.worldbank.org/en/news/feature/2014/02/03/gfdrr-tokyo-hub

Resilient Infrastructure Analyst Position

Resilient Infrastructure is a central focus area of the Program’s engagement strategy. Program activities foster a life cycle approach to infrastructure resilience, supporting the integration of disaster risk considerations into country infrastructure planning, design, management, emergency contingency preparedness, and institutional and regulatory systems. The Program provides targeted support to four thematic sector streams including Transport (roads, rails, and ports), Energy, Water Security (water supply and sanitation, and dam safety), and the Built Environment (building regulations, housing, land administration, and school infrastructure).

The Hub is seeking to recruit a Short-Term Consultant (STC) as a Resilient Infrastructure Analyst, who will support the Hub in its mission to enhance disaster and climate change resilience in developing countries and enable the sharing of Japanese and global expertise and experiences. The STC will assist the Hub team in the planning, preparation, and delivery of the Program activities on the topic of Resilient Infrastructure by supporting coordination and background research related to development of knowledge products, communication materials, and programs reports. This will include support to the identification of Japanese expertise and best practices on resilient infrastructure to enable the deployment and integration of Japanese knowledge and technology into global technical assistance activities. The Resilient Infrastructure Analyst will also provide preparation, coordination, communication, implementation, and reporting support of technical deep dives and exposure visits organized around the DRM Hub thematic areas, and in collaboration with other relevant World Bank, Japanese, and international partners and clients.
B. SCOPE OF WORK

Duties and Responsibilities

Under the guidance of the DRM Specialists, the Resilient Infrastructure Analyst will support development and implementation of Program activities on Resilient Infrastructure. This will include the support to the development of communication materials and information relevant for internal and external coordination and reporting, conduct research, draft written deliverables such as technical briefs and knowledge notes and, contribute towards the organization of events including Technical Knowledge Exchanges (TKX), Exposure Visits, and other DRM Hub’s knowledge and learning events. Specific tasks include:

1. Support internal and external communication and coordination
2. Support data collection and analysis for program reporting
3. Conduct research related to Japanese experts (e.g., public/private institutions, researchers), knowledge and good practices related to Resilient Infrastructure, including but not limited the energy, transport, water, and built environment
4. Support efforts to expand and maintain an active roster of Japanese experts specializing in resilient infrastructure through research, database management, and direct communication.
5. Research technical assistance needs and support expert deployments to recipient countries of Program grants
6. Develop knowledge notes, brochures, program books for knowledge exchange events, event proceedings, reports, communication materials (e.g., web stories) in English and/or Japanese as needed under the guidance of the DRM specialists
7. Review reports, programs, and other technical documents for the research purpose above under the guidance of the DRM specialists
8. Identification, compilation, and organization of databases (e.g., a list of experts/speakers, key institutions, potential site visits) suitable for the study of relevant topics and/or knowledge exchange events;
9. Support in the planning and implementation of technical knowledge exchanges through coordinating between Japanese partners and experts, client country participants, and World Bank staff members. Tasks may include but are not limited to:
   • Prepare the proceedings, information documents, welcome kits, site visit profiles, speaker profiles, and running orders
   • Research potential site visits, experts, and case studies that display Japanese best practices and innovation on the event technical
   • Support with any tasks related to speaker invitations and session design
   • During the event, work closely with Hub team to ensure smooth implementation of all aspect of the event, including workshop, field visits, official dinners, lunches and reception
   • Organize the venue and logistical arrangements for participants
   • Identify and assist communicating requests and logistics to speakers and resource experts from the WBG and from partner organizations for knowledge and learning events and exposure visits, etc.
   • Maintain relationship with the relevant stakeholders throughout all phases of the initiative
   • Prepare workshop reports and materials related to workshop evaluation and follow up
10. Provide other relevant support work requested by DRM Specialists

C. DELIVERABLES/SPECIFIC OUTPUTS EXPECTED FROM CONSULTANT

Deliverable 1: Support to stakeholder engagement, coordination, training, and exchange events [Expected LOE: 20 days]

Expected outputs include, but are not limited to:

• Support coordination and communication between various stakeholders in Japan and client countries
• Support the organization, implementation, reporting and follow up of at least 20 workshops, trainings, visits, meetings, committees related to Hub events with client country Japanese experts and stakeholders
• Support coordination with country task teams, travel agencies, translation companies, printers, and various other vendors that are needed to prepare for the smooth organization and implementation of exchange events

Deliverable 2: Research & Deployment support of Japanese Expertise and Good Practices [Expected LOE: 70 days]

Expected outputs include, but are not limited to:
• Development of knowledge notes and profiles of Japanese DRM expertise and good practices in ongoing and emerging areas – including but not limited to Transport (roads, rails, and ports), Energy, Water Security (water supply and sanitation, and dam safety), and the Built Environment (building regulations, housing, land administration, and school infrastructure)
• Deployment of Japanese experts and thematic research (in response to technical requests of client countries and donors, or in preparation of WB forums, Hub events, etc.)
• Support to research and coordination required for Japanese expert deployments
• Maintenance of database of experts from private/public sector and academia that can be deployed or support as technical who can be resources persons in knowledge events

Deliverable 3: Knowledge and Communication Product Development [LOE: 60 days]

Expected outputs include, but are not limited to:
• Provide support DRM specialists in developing 10 – 20 knowledge and communication products – such as workshop / training reports, presentations, web stories, case study reports, etc.
• Contribute to the elaboration of the Program annual reporting documents to Ministry of Finance: Annual Report, Program Profiles, Annual Work Plan, Steering Committee presentations, and strategy documents as required.
• Support the update of Japan-WB DRM Program Brochure and communication materials.

D. SPECIFIC INPUTS TO BE PRESENTED BY THE CLIENT

The STC is expected to bring their own personal laptops. The STC will report to the DRM Specialist at the Tokyo DRM Hub. The team will be available remotely or in person throughout for feedback, and in particular will commit to timely review of deliverables as they become available. The DRM Specialists will:
• Provide technical advisory oversight, overall project management, and quality control;
• Facilitate the quality development of deliverables through written feedback and regular reviews;
• As required, facilitate the Consultant in contacting key officials from the relevant ministries and agencies in Japan.

E. SPECIAL TERMS & CONDITIONS / SPECIFIC CRITERIA

Selection Criteria
• Master’s degree in international development, engineering, economics, urban planning, law, or related fields and minimum of 3 years of relevant research and/or work experience. A PhD is a plus.
• Fluency in Japanese and English with excellent oral and written communication skills in both languages.
• Strong research and analytical skills with demonstrated ability to deliver high caliber analytical work will be a distinct advantage.
• Experience working or studying in a developing country context is recommended.
• Experience working in international development organizations.
• Ability to gather and organize information and to synthesize knowledge from diverse sources of information.
- 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 work professionally and sensitively in multi-cultural environments, demonstrating understanding and respect towards people with diverse cultural and religious backgrounds, gender and sexual orientations and people living with disabilities.
- Ability to work professionally and build effective working relationships with operational staff.
- Strong client service and program delivery orientation and strong team player.

**Working arrangements and reporting**
The STC will be paid based on the World Bank standard. The STC will be based in the DRM Hub in Tokyo and will travel to other locations in Japan based if and when requested. Home-based assignment will be considered but is not preferred. It is expected that STC will report to the responsible DRM Specialist in Tokyo at least once a week by phone, video conference, and/or face to face meeting if deemed necessary. Transportation cost including travel and accommodation in case meetings and knowledge events take place away from consultant’s location shall be covered by the World Bank.

The appointment of the STC will be for **150 working days** per year, which will be renewable upon demand and performance.