

## THE WORLD BANK

### TERMS OF REFERENCE – SHORT TERM TEMPORARY

#### Events Management –September 2023

<b>Organization:</b>	World Bank
<b>Recruitment Type:</b>	International Recruitment
<b>Department/Division:</b>	Development Impact Evaluation / DIME0
<b>Grade:</b>	STT
<b>Term Duration:</b>	1 year (150 days)
<b>Hire Type:</b>	ST Temporary
<b>Location:</b>	Washington, DC, United States
<b>Required Language(s):</b>	English
<b>Preferred Language(s):</b>	French, Spanish
<b>Closing Date:</b>	15 October 2023 at 11:59pm ET

#### ***Description***

Working at the World Bank Group provides a unique opportunity for you to help our clients solve their greatest development challenges. The World Bank Group is one of the largest sources of funding and knowledge for developing countries; a unique global partnership of five institutions dedicated to ending extreme poverty, increasing shared prosperity and promoting sustainable development. With 189 member countries and more than 120 offices worldwide, we work with public and private sector partners, investing in groundbreaking projects and using data, research, and technology to develop solutions to the most urgent global challenges. For more information, visit [www.worldbank.org](http://www.worldbank.org)

#### ***Background***

DIME is a Department in the World Bank's Development Economics Vice Presidency. DIME's purpose is to increase the use of impact evaluation (IE) in the design and implementation of public policy and to develop institutional capacity and motivation for evidence-based policy. DIME's work focuses on three areas:

- Evaluating programs at scale to answer policy-relevant questions.
- Building capacity to strengthen country institutions for evidence-based policymaking.
- Building theory on mechanisms in strategic development areas based on high-quality evidence

DIME aims to overcome the challenge of identifying true cause-and-effect relations in policy programs. By linking researchers to policymakers and feeding results back

into policies, DIME fosters systematic use of evidence, which informs adoption, mid-course corrections, and scale-up of policies. Through workshops and clinics with operational staff and government clients, joint research teams, active field coordination, as well as research products such as seminars, papers, and policy briefs, DIME builds capacity while forming a wider community of practice.

With a portfolio of more than 220 impact evaluations, DIME operates across all sectors in about 60 countries spanning the globe. The IEs test a variety of interventions and mechanisms to understand why policy succeeds or fails and how to improve policy design and implementation to obtain better results. By working proactively in collaboration with clients, DIME employs experimental methods to infer causality whenever possible (79% of the portfolio). 17% of DIME IEs utilize non-experimental methods, while 4% use a combination of the two.

DIME is structured into 1 Front Office and 4 Units:

- DIME 0 "Front Office"
- DIME 1 "Economic Growth and Structural Transformation"
- DIME 2 "Gender, Economic Opportunity, and Fragility"
- DIME 3 "Governance and Institution Building"
- DIME 4 "Infrastructure and Climate Change"

More information can be found at [www.worldbank.org/dime](http://www.worldbank.org/dime)

## **Summary**

Duties and Responsibilities:

DIME's Front Office (DIME0) houses the communications, events, administrative support, trust funds/budgeting and partnerships functions for DIME. This ST Consultancy will be comprised of 150 days, distributed throughout the Fiscal Year (ends in June 30, 2024) and will support the Events team within DIME0. Key activities led by the Events team, for which this position will support, include:

- **Planning global impact evaluation workshops** that bring together government, World Bank staff, researchers and other development partners to launch new impact evaluation programs. Support tasks for this activity include:
  - Prepare and track a budget in respect of the workshops and events
  - Creating registration links
  - Gathering Hotel quotes
  - Managing the invitations, registration, and accommodation of all event participants.

- Printing workshop materials (agenda, badges, tent cards, etc.)
- Gathering quotes for interpretation/translation and audio-visual equipment
- **Planning other DIME events such as Seminars, Brown Bag Lunch, Receptions at the Bank:**
  - Booking rooms
  - Requesting catering
  - Creating webex/Teams/Zoom virtual meeting connections for both panelist and attendees
  - Providing AV support
  - Creating courses in Saba/OLC
  - Requesting visitors pass for participants
- **Managing the schedule of events during the year**, updating regularly the DIME Events calendar under the supervision of the Program Officer

The Consultant will also contribute to the organization, logistics, and coordination of DIME activities.

The Consultant will undertake such other relevant duties as assigned by the Program Officer, DIME0 and in collaboration with the rest of the DIME team.

The Consultant will support DIME's objective to produce high-quality research and tools and disseminate those outputs broadly. We therefore seek candidates with excellent organizational skills who can adapt to the changing needs of the program. The consultant will report directly to the Events Program Officer. This is a DC-based position (in-person). **The expected start date is 1 November 2023.**

### ***Qualifications required.***

#### **Education/Experience:**

- Bachelor's degree in a relevant field (e.g., administration, communications, marketing, international relations, public policy).

#### **Skills and Experience:**

- Previous experience organizing large cross-country events within and outside of the World Bank
- Familiarity with the Bank systems and processes and/or previous experience is considered an asset

- Experience planning and organizing large cross-country workshops and events that require complex tasks is preferred
- Expertise with Webex, Teams and Zoom connections
- Familiar with creating Add to calendar and RSVP links

**Language Skills:**

- Strong written and verbal communication skills in English are required.
- Fluency in other World Bank working languages, particularly French and Spanish, is strongly preferred.

**Other Qualifications:**

- Excellent organizational skills and attention to detail.
- Eagerness to collaborate with colleagues of diverse backgrounds, skills, and experience.
- Resourceful and a self-starter, excited to work on a dynamic and fast-growing team.

**Application process**

To apply, please send your CV and a cover letter to [DIME\\_Events@worldbank.org](mailto:DIME_Events@worldbank.org) by October 15, 2023 11.59PM ET. Only shortlisted candidates will be contacted.