THE WORLD BANK

TERMS OF REFERENCE – SHORT TERM TEMPORARY

Events Management – September 2023

Organization: World Bank
Recruitment Type: Local Recruitment
Department/Division: Development Impact Evaluation / DIME0
Grade: STT
Term Duration: 1 year
Hire Type: ST Temporary
Location: Washington, DC, United States
Required Language(s): English
Preferred Language(s): French, Spanish
Closing Date: 9 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

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 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 seeks a Consultant to support DIME’s Events management and the overall events agenda, carrying out activities relevant for planning and executing the capacity building activities, in particular a) Manage the scheduling, preparation, organization and delivery of DIME Workshops, Seminars and Events to discuss, disseminate and implement IE; b) Establish a regular schedule of DIME courses, workshops and events. The Consultant will also contribute to the organization, logistics, and coordination of DIME activities.

Specifically, the staff tasks will involve (but not limited) to:

- Provide support to programmatic activities of the team including, but not limited to, workshops, seminars and events, dissemination, procurement, and other DIME public goods.
- Organize and execute the logistical requirements for successfully large cross-country workshops and events.
- Prepare and track a budget in respect of the workshops and events.
• Preparation, organization and delivery of DIME Workshops and Events.

• Ensure that all the required tasks and logistics associated with the workshops and events are carried out successfully (including printing event materials, badge printing, request visitor passes, and creation of webex/teams virtual meeting connections for panels and attendees).

• Develop the tools needed to successfully manage the agenda, invitations, registration, and accommodation of all event participants.

• Identify the hotel venue and facilities, catering, signage, displays, translation and interpretation, audio-visual equipment, filming and photography, and printing.

• Maintain the calendar of DIME events

• 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 16 October 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 events at the Bank and outside the Bank

• Familiarity with the Bank systems and processes and/or previous experience is considered an asset

• Expertise with Webex, Teams and Zoom

• 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 by October 9, 2023 11.59PM ET. Only shortlisted candidates will be contacted.