



Donor Funded Staffing Program

TOR No:	2018-011
Title:	Junior Professional Officer
Grade:	UC
Division/VPU:	DECDB, Doing Business Unit
Duty Location:	Headquarters, Washington, D.C.
Appointment Type and Duration:	Two-year Term Appointment

BACKGROUND

The Development Economics Vice Presidency (DEC) seeks to increase understanding of development policies and programs by providing intellectual leadership and analytical services to the World Bank Group and the development community. DEC is the research and data arm of the World Bank Group. The *Doing Business* project produces quantitative indicators and analysis of specific laws and regulations that influence firm's decisions to invest, create jobs and improve productivity in 190 economies. Topics covered include the regulation of entry, construction procedures, electricity, property registries, credit markets, investor protection, taxation, trade, contract enforcement, labor market regulations, and insolvency processes. Results are presented in an annual report titled "*Doing Business*", on the project's website (<http://www.doingbusiness.org>), academic papers and country reports that inform advisory work and operations for client countries.

The current consultant position is open for one of the following indicators of *Doing Business*: **business incorporation, construction permitting, property registration, getting credit, international trade, taxes, contract enforcement, resolving insolvency and protecting minority investors.**

DUTIES AND RESPONSIBILITIES

Duties of the consultancy will include, but not be limited to the following:

- Assist in the day-to-day aspects of building and maintaining one set of regulatory indicators—including researching laws and regulations through primary data sources and publicly available information, as well as administering questionnaires to local experts.
- Analyze and assess indicators on a country by country basis—including verifying survey responses with primary data sources and publicly available information, checking survey responses against each other, and following up with survey respondents until a final, verified country file is produced.
- Assist in preparation of comparative analysis related to the set of indicators on a country by country and regional basis.
- Assist in writing case studies that serve as background material for the report as well as good practices and reform summaries related to the sets of indicators.
- Help maintain effective links with local external partners, leading new local partners' recruitment and selection based on expertise through referrals, web search, World Bank Group country offices, and other creative sources.
- Contribute to writing the *Doing Business* chapters and producing presentations.
- Provide general support to the project, as required.

Note:

The selected candidate will not be assigned to programs involving his/her own government such as donor coordination and trust fund management.

SELECTION CRITERIA

- Applicant must have an advanced degree (Masters level) in MPA, MPP, CRP, Law or equivalent. Two years of minimum relevant work experience is required.
- Relevant professional/academic experience and knowledge of the substantive area covered by at least one of the listed indicators is preferred.
- Demonstrated research and analytical skills and experience pertaining to private sector development issues.
- Understanding of regulatory issues in comparative institutional and regulatory analysis.
- Excellent command of Microsoft Excel, Word and PowerPoint.
- Well-developed interpersonal and team working skills.
- High level of energy, initiative, persistence, positive attitude and drive for results with agreed objectives and deadlines. Also, systematic, organized, patient and detail oriented.
- Proven ability to self-start work without close supervision, handle several tasks simultaneously, and deal with rapidly shifting priorities under pressure.
- Ability to operate in multicultural environments and build effective working relations, with local and international partners in the private sector and clients across the World Bank Group.
- Excellent oral and written communication and presentation skills in English are essential.