

THE WORLD BANK

TERMS OF REFERENCE – SHORT TERM TEMPORARY IMPACT EVALUATION PROGRAM

Program Assistant

Organization:	World Bank
Recruitment Type:	Local Recruitment
Department/Division:	Development Impact Evaluation / DIME0
Grade:	STT
Term Duration:	1 year 0 months
Hire Type:	ST Temporary
Location:	Washington, DC, United States
Required Language(s):	English
Preferred Language(s):	French, Spanish
Closing Date:	...

Description

Do you want to build a career that is truly worthwhile? 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 of 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 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 <http://www.worldbank.org/dime> (<http://www.worldbank.org/dime>).

Summary

DIME seeks to recruit a Program Assistant to support DIME Trust Funds and Partnerships. The Program Assistant will contribute to the organization and coordination of program activities supporting the i2i Umbrella Facility for Impact Evaluation (i2i) and Robert S. McNamara Fellowships Program (RSMFP). This is a part-time position (25-30 hours per week).

Impact Evaluation to Development Impact (i2i) is a World Bank Multi-Donor Trust Fund program launched in March 2014 to generate high-quality and operationally relevant impact evaluation (IE) research to transform development policy, help reduce extreme poverty, and secure shared prosperity. Its objective is to increase the use of IE in the design and implementation of public policy, strengthen country institutions for evidence-based policy-making, and generate knowledge in strategic development areas. The program aims to serve as a global platform to build donor partnerships in expanding the use of IE across the developing world. More details can be found at <https://documents1.worldbank.org/curated/en/942491550779087507/pdf/134802-AR-PUBLIC-DIME-AnnRpt19-WEB.pdf>

The World Bank Robert S. McNamara Fellowships Program (RSMFP) is a World Bank fellowships programs, matching aspiring development economics researchers from

developing countries with World Bank research economists, creating unique opportunities for the fellows to participate in rigorous policy-relevant research in the World Bank's Development Economics Vice Presidency (DEC). Fellows are hosted at the World Bank in Washington, D.C., and work under the supervision of researchers in the World Bank's Development Impact Evaluation (DIME) and Development Research Group departments, engaging in high-quality and policy-relevant research projects. More information about the fellowship can be found here: <https://www.worldbank.org/en/programs/scholarships/brief/robert-s-mcnamara-fellowships-program>

Roles and Responsibilities

The STT will support DIME's Trust Fund operations and coordination, as well as contribute to the production of high-quality policy outputs and disseminate those outputs broadly. The STT will play a key role in supporting the i2i Umbrella Facility activities related to portfolio and budget tracking and donor reporting requirements, and will support the selection and onboarding of the RSMFP fellowship cohort. We therefore seek candidates with excellent organizational skills who can adapt to the changing needs of the program, communicate technical knowledge in a policy and operational environment, and have an interest in program and portfolio management, budget and finance and more broadly impact evaluation and development.

The STT will report to the Program Manager for i2i and RSMFP and also work in close coordination with the i2i and RSMFP teams in DIME. The STT is expected to be based in Washington, DC. The STT will be paid on an hourly basis. This is a part-time position, up to 1200 hours per fiscal year, which is an average of 28 hours per week. The expected start date is November 1st, 2022.

The Program Assistant will carry out a range of support work. Specific responsibilities include:

- *Operations (30%)*: Assist with program development, budgeting, expenses and revenue calculations; support the management of budget for i2i UF and RSMFP programs; support governance and results framework monitoring for i2i UF and RSMFP programs.
- *Events and training support (20%)*: Support the organization of workshops, donor fundraising events and the RSMFP seminar series; communicating with relevant stakeholders to organize the events, build program agendas, prepare background material, answering email queries; and managing external communications and events' marketing.
- *Recruitment and Hiring Coordination (30%)*: Support RSMFP Selection Process, from dissemination of the call for applications to managing the

application platform, managing communication with the candidates and coordinating with the hiring teams.

- *Administrative onboarding of new hires (10%):* Respond to requests for onboarding new RSMFP fellows; allocate office spaces; maintain email listservs up-to-date, aggregate hiring information.
- *Miscellaneous (10%):* Other responsibilities assigned by the DIME i2i and RSMFP teams.

Qualifications

- Education/Experience: Bachelor's degree in a relevant field (e.g. international relations, business, economics, public policy, communications);
- Excellent organizational skills and attention to detail;
- Advanced knowledge of Excel required; familiarity with R is an advantage;
- Strong written and verbal communication skills in English required; French preferred; other working languages of the World Bank an advantage;

- 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;
- Experience in event planning preferred; and
- Demonstrated interest in impact evaluation and/or reproducible research.

Application process

To apply, please send your CV and a cover letter to dime_recruitment@worldbank.org by September 23rd, 2022. Only shortlisted candidates will be contacted.

Poverty has no borders, neither does excellence. We succeed because of our differences and we continuously search for qualified individuals with diverse backgrounds from around the globe