

Terms of Reference for the World Bank TDLC Senior Operational Support Short-term Consultant (STC)

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 and promoting shared prosperity. 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.

The Urban, Disaster Risk Management, Resilience and Land Global Practice (GPURL)

Urbanization is occurring at an unprecedented pace. Cities generate 80% of global GDP and are crucial to job creation and the pursuit of shared prosperity. Yet one billion city residents live in slums today, and by 2030 one billion new migrants will arrive in cities. This concentration of people and assets will exacerbate risk exposure to adverse natural events and climate change, which affects the poor disproportionately.

The WBG brings a combination of lending (\$7-8 billion in annual lending to cities), analytical and advisory services (e.g., urbanization reviews, Sendai dialogue), its growing portfolio of reimbursable advisory services, its convening power (e.g., understanding risk and the land conferences), its leveraging capacity (e.g., guarantees and risk mitigation), and its ability to work with the private sector to tackle the challenges at scale and to effect.

Urban, Disaster Risk Management, Resilience and Land Global Practice (GPURL) covers a wide gamut: (i) developing green, inclusive, competitive and resilient cities; (ii) enhancing urban and rural development through supporting and managing the urban-rural transition, assisting local development through developing land tenure, management, and information systems; (iii) assisting in disaster risk management through issues of risk assessment, risk reduction, disaster preparedness, risk financing, and resilient reconstruction.

Tokyo Development Learning Center (TDLC)

The TDLC program is a partnership between Japan and the World Bank launched in June 2004. The program is managed by GPURL under the oversight of a Steering Committee comprising representatives from the Ministry of Finance, Japan (MoF), and the World Bank. Well positioned as a global disseminator of development solutions, TDLC offers both internal and external stakeholders a one-stop-shop for identifying, accessing, and making effective use of Japanese and global knowledge and best practices through four core components: Technical Deep Dives (TDDs) and events, post-TDD technical assistance (known as TDLC operational support), insights and publications, and the City Partnership Program (CPP). All TDLC programs are synergistically integrated to identify and unpack innovations and demand-driven development solutions from Japan and beyond, thereby responding to the urban development needs of emerging countries in a timely manner. TDLC has overseen three phases of the program, covering the period FY03-FY20. Following the success of Phase III, the Bank and GOJ Ministry of Finance (MOF) have reached an agreement for a fourth phase of the program (hereinafter “Phase IV”) to be implemented over the period FY21-25.

The thematic areas of focus include (i) urban planning - compact city development, land readjustment, land use planning, public space management, transit-oriented development, (ii) urban service provision - solid waste management, water supply management, sewage management, street lighting, (iii) urban management - metropolitan planning, ICT for municipal management, municipal organization structures, legal frameworks for urban/municipal management, project planning and management, (iv) accessibility, aging population, (v) municipal finance - financial management, revenue management, intergovernmental finance, local tax system, and (vi) disaster risk management (DRM) collaborating with Tokyo DRM Hub - flood risk management, seismic risk management. The team also focuses on some cross-cutting topics such as digital transformation in cities (DX), and Quality Infrastructure Investment (QII) in an urban context.

Duties and Accountabilities: The Operations STC will conduct the development, sourcing, implementation, and monitoring of assigned TDLC’s operational support activities and will work closely with the Operations Officer at TDLC.

- Plan, develop, implement and monitor assigned operational support activities together with the Operations Officer at TDLC.
- Engage in dialogue with WBG technical teams to address operational support requests together with the Operations Officer at TDLC.
- Identify and assess request proposal for Operational Support based on eligibility criteria and availability of matching expertise.
- Identify needs and matching expertise of selected Operational Support requests and propose Operational Support engagement design together with the Operations Officer of TDLC.
- Engage with stakeholders and counterparts such as Japanese cities and private sector entities as directed by the TDLC team.
- Draft Terms of Reference for experts and other required resources to support the Operational Support engagements and support the Operations Office in the identification and selection of appropriate experts.
- Support the Operations Officer in orchestrating the deployment of Japanese expertise to the WBG operational projects, and in assisting in removing barriers that prevent clients from utilizing Japanese expertise.
- Support the Operations Officer in overseeing the Operational Support engagement and ensure quality of outputs for WBG technical teams.
- Draft reports, presentations and other outputs as needed to support the Operations Support engagement. This includes substance technical analysis support as well as administrative support documents, including minutes, Aide Memoires, memos, etc.
- Ensure compliance with WBG's procedures and administrative documentation and record keeping of Operational Support.
- Support the Operations Officer and the WBG operational team in the identification of operational linkages and opportunities both at the upstream identification and preparation stage and at the project implementation and monitoring stage.
- Monitoring and evaluation of Operational Support engagements.
- Contributing to Annual Report of TDLC on any element related to Operational Support or other connected activities of the TDLC program.
- Draft feature stories, blogs, SNS inputs, short memos or other communications materials related to Operational Support or other connected TDLC activities.
- Contribute and support TDLC Community of Experts and City Partnership Program activities as related to TDLC ecosystem of technical experts and practitioners.
- Contribute to any other activity required to support Operational Support engagements as directed by the TDLC team.

Selection Criteria

- An advanced degree (Masters level) in relevant fields such as urban planning, urban development, service delivery, local economic development, transport, infrastructure, economics, or another related field.
- Minimum 5 years of experience in development or fields relevant to the WBG Operations and/or TDLC program.
- Practical operational experience in the WBG system is a strong plus.
- Technical knowledge in urban development, infrastructure, or transport is a strong plus
- Familiarity with the WBG's products, services, and operations cycle.
- Familiarity with WBG and external knowledge management and learning platforms and approaches.
- Demonstrated experience in business development efforts with clients, partners, or donors/investors.
- Demonstrated experience in all phases of project management at WBG.
- Ability to communicate clearly and succinctly to internal and external audiences.
- Ability to build alliances and promote open communication and collaboration for achieving shared objectives
- Ability to identify new and maintain existing partnership relationships with the public sector, private sector, academic, civil society, and development institutions in both donor and client countries.
- Outstanding interpersonal skills with multicultural sensitivities and tact in dealing with the staff at all levels.

- Dynamic and outgoing personality with effective communication and networking abilities.
- Strong English language oral and written communications skills.
- Japanese language oral and written communication skills are a plus but not essential.
- Familiarity and knowledge of common protocols and cultural norms of both the public and private sectors of Japan is a plus.
- Familiarity with the political economy of Japan particularly at the municipal government level is a plus.

Duration of the Contract and Reporting

A consultant is expected to work on this assignment for 15-20 days until June 30th, 2021. The Consultant report to Victor Mulas, Senior Urban Specialist, GPURL, WBG. The specific working days, work plan, and time schedule for the assignment will be discussed and agreed on with the TTL on commencement of the assignment. If performed well, the Consultant may hire with a new contract on the fiscal year 2021 after July 1st, 2021.