

**Terms of Reference for
World Bank Group
The Urban, Disaster Risk Management, Resilience and Land Global Practice (GPURL)
Tokyo Development Learning Center (TDLC)
Event Technician (Web Tech) - Short Term Temporary/Consultant (STT/STC)**

1. Background

The World Bank Group's Vision and Strategy

The global development community is at an auspicious turning point in history. Thanks to the success of the past few decades and favorable economic growth, developing countries now have an unprecedented opportunity to end extreme poverty within a generation. This is the vision of the WBG: to eradicate extreme poverty by reducing the number of people living on less than \$1.25 a day to 3 percent by 2030 and promote shared prosperity by fostering the income growth of the bottom 40 percent in every country.

To achieve this vision, the WBG Board of Governors has approved a strategy for the organization. This strategy leverages, for the first time, the combined strength of the WBG institutions and their unique ability to partner with the public and private sectors to deliver customized development solutions backed by finance, world class knowledge and convening services. The strategy has three components: (1) maximizing development impact by engaging country clients in identifying and tackling the most difficult development challenges; (2) promoting scaled-up partnerships that are strategically aligned with the goals; and (3) crowding in public and private resources, expertise and ideas. The architecture underpinning the strategy and instrumental to its success is the establishment of fourteen Global Practices and five Cross-Cutting Solution Areas that, in concert with the WBG Regions, will design solutions that address clients' most pressing developmental challenges, and ultimately, enable the WBG to meet its twin goals of eliminating extreme poverty and boosting shared prosperity.

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 key 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 absence of secure land tenure underpins deprivation and is a major source of conflict in the urban and rural space. One and a half billion people live in countries affected by repeated cycles of violence. In the absence of services, participative planning and responsive institutions, these trends will result in increased poverty, social exclusion, vulnerability

and violence. Finally, avoiding a 4-degree warmer world requires drastically reducing the carbon footprint of cities.

The WBG is in a unique position to support national and sub-national clients to: harness urbanization and enable effective land management in support of both growth and poverty reduction; foster social inclusion of marginalized groups; support the responsiveness and fiscal, financial, and management capacities of local governments – cities, municipalities, and rural districts – to deliver local infrastructure and decentralized services; strengthen resilience and risk management related to natural disasters; reduce conflict and violence; scale-up access to finance for sub-national governments; and reduce the carbon footprint of cities. 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 (including flood management, urban drainage, coastal management, and retrofitting of infrastructure), disaster preparedness (including hydro-met services, early warning systems, and civil defense), risk financing (including CAT-DDO), and resilient reconstruction (including post-disaster damage and loss assessment). GPURL covers territorial development, geospatial and results-based-financing issues, has a portfolio of close to \$30bn in commitments in investment project, program-for-results and development policy lending.

Regional/ Country/ Global Unit Context

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.

TDLC is seeking to contract with a Short-Term Temporary/Consultant to serve as an Event Technician (Web Tech) Consultant of the TDLC team. The Consultant will work under the supervision of the TDLC Team Lead.

2. Duties and Responsibilities

The specific responsibilities include, but are not limited to:

- To plan, prepare, and support all technical logistics of TDLC’s in-person, virtual, and hybrid events and activities,
 - **Virtual events/activities**, tasks may include, but are not limited to:
 - Support the setup and operation of online event management platforms, including setting up speaker links, setting up site/platform infrastructure,
 - Conduct test connections with speakers and other event stakeholders,
 - Ensure smooth technical operation of the virtual event, including bringing speakers on/off screen, oversee the technical connection and setup of simultaneous interpretation, troubleshooting any technical issues
 - Manage the recording of the events, including editing video for repackaging/dissemination,
 - Assist with the scheduling of events and monitor video conference and WebEx connections on the Cisco Telepresence Conference Bridge.
 - **In-person events/activities, tasks may include, but are not limited to :**
 - support the set-up the control room of the TDLC studio and conference rooms for the event including the arrangement of furniture and the technical operation of multimedia equipment.
 - Set up computers and converters in the conference rooms for PowerPoint presentations.

Graphics: Create or support the creation of graphics, WBG branded logos, and Twitter graphics for playout during events,

- **Supporting video production:** Assist the set up and operate an ENG camera, portable audio mixer, lighting, and wired and wireless microphone system, etc. for recording interviews and b-roll both in the WBG office and at external locations within Japan.
- **Video Editing:** Provide editing support for TDLC events/recordings for repackaging (toping and tailing) seminars for the WBG website.
- **Audio Visual Content Management:** Support in the organization and cataloguing of TDLC videos and other audio-visual content, so that all content is organized, catalogued, and easily accessible,
- **Vendor Management:** Liaise with vendors in the management of the technical facilities, video production, and/or when holding events at external venues across Japan.
- **Maintenance Check:** Assist with conducting regular maintenance checks in the control room and conference rooms as well as responding to urgent facility failures.
- **Inventory management/documentation:** Assist with asset management and documentation control with maintaining and monitoring complete hardware/software inventory record of system configurations, up-to-date inventory of all assets, etc. with organizing peripherals, accessories and cables in accordance with local laws and World Bank standards and procedure,
- **Daily Maintenance:** Supporting in maintaining the equipment secure and up to date as well as to keep the conference, control and machine room clean and neat.

3. Level of Effort and Institutional Arrangements

This assignment will initially be 150 days (or equivalent) from July 1, 2021 to June 30, 2022. The consultant will work closely with the TDLC team.

Starting date: ASAP.

4. Qualifications

The candidate will be expected to have the following qualifications and skills:

- Minimum of 2 years of experience in management of technical aspects of events (virtual/in-person) and/or experience in audio-visual management,
- Experience in running technical operations for virtual events is a plus,
- Knowledge and experience in video and audio equipment, and knowledge of multimedia formats is a plus,
- Experience and ability with video editing software such as Premiere Pro is desired, but not required,
- Strong English language skills. Strong Japanese language skills is desirable but not required,

- Self-motivated and creative, with excellent project management and organizational skills, proven ability to perform multiple tasks, and ability to work with both internal and external colleagues,
- High levels of initiative, judgment, and decisiveness in accomplishing tasks; proven ability to work independently,
- Excellent time-management skills and an eye for detail; ability to work effectively under stress and to juggle multiple tasks within tight deadlines,
- A sharp analytical mind, good political judgement and diplomatic skills, proven ability to work across teams and issues, and high initiative, energy, and drive for results,
- Ability to work simultaneously on a variety of issues and activities, independently, adjusting to priorities and achieving results within deadlines,
- A commitment to teamwork and fostering a positive work culture through integrity, inclusion, and professionalism,
- Strong diplomatic, interpersonal and teamwork skills; sensitivity to working in a multicultural environment.