

JOB POSTING

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| Job Title | ST Temporary / STT |
| Network | Trade and Competitiveness |
| Sector | |
| Manager | Elisabetta Capannelli |
| Dept/Div | ECCRO (World Bank Office Bucharest) |
| Grade | |
| Appointment Type | Short Term Temporary [Duration: 6 months] |
| HR Contact | |
| Posting | Various |
| Language Preferences | English [Essential], Romanian [Essential] |
| Location | Bucharest |
| Appointment | Local |
| Potential Candidate | No |
| Funding | 100% funded by RAS activities |

Regional Context

The Europe and Central Asia (ECA) region comprises 30 extremely diverse clients, with a population of nearly 500 million people. Four of our clients are IDA only and another 5 are IDA blend countries. The remaining 21 are IBRD credit-worthy though not all have active lending programs. While 11 of our clients have joined the EU and 7 are IBRD-graduates, most continue to remain active recipients of knowledge and/or lending services. Country Partnership Strategies (CPSs) reflect this strong diversity with substantial variation in lending prospects, but strong demand for Bank technical services across the board.

The ECA Region offers customized knowledge and innovative financial products to address the challenges of a rapidly changing Region in a timely manner. Within ECA, the Central Europe and Baltics country unit (ECCU5) serves 11 countries which are all EU members, including Romania. In recent years, the World Bank has had a significant program in ECCU5 countries: US\$3 billion new lending in FY12 (48% of ECA's total lending) and US\$1.7billion in FY13 (37% of ECA's total) in contrast with only 3.2 percent of ECA's in FY08. The volume of Reimbursable Advisory Services (RAS) in ECA and ECCU5 is also rapidly growing. RAS allow the Bank to provide customized advisory services and solutions that the client requests and that the Bank cannot fund in full within the existing Bank budget envelope for ECA country programs. Overall, the size, scope, and complexity of ECA's RAS portfolio grew significantly in FY13 with an increase of 39% in active contracts from FY12. At end of September 2013, ECA's RAS portfolio reached \$84 million, half of which in ECCU5 countries. Such growth reflects a fundamental evolution of the World Bank's relationship with High Income and Middle Income Country clients in ECA. RAS in ECCU5 countries have contributed to deepening and strengthening relationships with MIC clients and with key partner institutions such as the European Commission.

The World Bank (WB) Romania program supports Government's efforts to strengthen its administrative capacity, enhance the country competitiveness and foster inclusive growth. Our extensive and rich program employs the full range of the World Bank Group instruments: (i) traditional investment operations, (ii) Results-Based Financing, (iii) Development Policy Lending (including with a Deferred Drawdown Option), (iv) guarantees, (v) private sector financing and (vi) an array of sophisticated knowledge services. Specifically, Romania has been the third largest IBRD borrower within the ECA Region over the FY11-13 period. Our broad range of knowledge services includes RAS financed by clients using European Union grant funds. Over the last two years, as our policy dialogue has deepened, our RAS portfolio significantly grew and with US\$ 38 million in active contracts it is now the largest in ECA. As of February 2014, we have a portfolio of 23 active RAS and a few more are expected to be signed in coming weeks. This rapidly expanding work program has substantially increased the coordination role for the Bucharest Country Office

between the Government of Romania (different line ministries), the European Commission, ECCU5 Director's office in Brussels and the WB Headquarters in Washington. The RAS coordination team assists the Country Manager with her RAS portfolio monitoring and quality assurance responsibilities.

Duties and Accountabilities

The World Bank is providing reimbursable advisory services (RAS) to the Chancellery of the Prime Minister (CPM) of Romania to assist the Department for the Coordination of Public Policies (DCPP) to streamline the institutional and legal system for regulatory impact assessment (RIA) in Romania. The main objectives of this RAS are to: create technical capacity, streamline the RIA system within Romania's administration, and raise awareness on the relevance of RIA as an evidence-based decision-making tool. Three components will be developed to achieve these objectives. *Component 1- Improvement of the Impact Assessment System in Romania* – aims at reviewing the existent set of documents on the RIA system and streamlining them while supporting the necessary institutional changes and legal amendments. *Component 2- Capacity Building and Raising Political Awareness* - will first aim to develop a RIA technical assistance program devoted to different target groups, such as technical and legal staff responsible for drafting regulations, the central government, policy makers and stakeholders, in order to create capacities to conduct and use the tool, as well as to create demand for the use of RIA. Second, it will seek to raise political awareness regarding the benefits of using evidence-based assessments for regulatory decisions. *Component 3 - Pilot Projects* – will develop pilot projects at the Ministry of Economy, Ministry of Labor, and Ministry of Regional Development in order to support the creation of technical capacities, to test the new RIA system, and to learn from practical experience.

The STT will be expected to support the team with activities on Component 2 and 3 listed above, which includes:

- Peer events for technical and legal staff on basic RIA
- Peer events for selected ministries on advanced RIA
- Technical workshops
- Study tours for DCPP and selected ministries
- Awareness events on RIA with main stakeholders of the project and on RIA mechanism in Romania
- Peer events with working groups in charge of the pilot projects

The STT will be expected to plan and operationalize the implementation of the above mentioned subcomponents's activities. In particular, the STT will: a) develop a detailed list of required activities for the upcoming activities; (b) plan, handle logistics, and complete other tasks needed for the workshop's successful organization (e.g., booking travel and accommodation reservations; interacting with proposed speakers to arrange the details of their stay; compiling workshop materials; drafting and sending invitations to speakers and workshop participants; researching, recommending, and booking locations, catering firms, and other providers of services such as translation, promotional materials, etc.); (c) provide assistance during the workshop to ensure smooth implementation throughout all sessions; (d) coordinate with team in HQ in Bucharest and Washington, DC; (e) coordinate with the client under TTL supervision to ensure full alignment between their preferred focus areas, session format, and key experts, and what the workshop can deliver. For these tasks, the STT should make use of available resources and guidance provided by the Bank team, as well as best practices based on previous experience.

Additionally, on a need basis, the STT will participate in the multi-disciplinary team carrying the project and will provide administrative input in the following areas: (i) Preparation of the mission; (ii) Liaises with project team and provides input to the monitoring of the project's activities and components in order to ensure the coordination team's proactive approach and quick response to the client (in terms of outputs delivery and quality, progress reports) while responding to the corporate exigencies and quality assurance of WB (including monitoring budget arrangements and billing); (iii) Ensures communication across teams and manages knowledge creation and knowledge sharing stemming from the projects' activities;

administrates a sharing platform between teams involved; (iv) Other support tasks as requested by the Task manager

COMPETENCIES

Analytical and Technical Skills - Solid theoretical base and understanding of analytical tools. Able to identify issues and problems. Able to efficiently use key Bank systems for RAS monitoring (e.g. SAP, Business Intelligence, Operations Portal, WBDocs).

Country Operations Knowledge and Application - Ability to provide inputs to various reports and knowledge sharing notes related to RAS portfolio monitoring. Ability to draft related briefing material or correspondence with client under the supervision of senior staff.

Country Team Management - Ability to support internal communications and liaise within the country team, including supporting preparation of country team meetings and retreats, as well as preparing and disseminating materials as needed. Ability to monitor and support follow-up activities resulting from such meetings, and support the CMU's day-to-day interactions with country team members.

Client Orientation - Takes personal responsibility and accountability for timely response to client queries, requests or needs, working to remove obstacles that may impede execution or overall success.

Drive for Results - Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results, and has the personal organization to do so.

Teamwork (Collaboration) and Inclusion - Collaborates with other team members and contributes productively to the team's work and output, demonstrating respect for different points of view.

Knowledge, Learning and Communication - Actively seeks knowledge needed to complete assignments and shares knowledge with others, communicating and presenting information in a clear and organized manner.

Business Judgment and Analytical Decision Making - Analyzes facts and data to support sound, logical decisions regarding own and others' work.

SELECTION CRITERIA

- A proven track record of similar engagements in Romania;
- Experience with event coordination (design, implementation and monitoring);
- Experience with logistical challenges involved and optimal solutions;
- Advanced degree in social science, business or related discipline;
- Ability to successfully coordinate complex events involving the full range of issues related to planning, scheduling, and actual implementation.
- Attention to details and a process-focused approach
- Very good English language competencies and writing skills

The World Bank Group is committed to achieving diversity in terms of gender, nationality, culture and educational background. Individuals with disabilities are encouraged to apply. All applications will be treated in the strictest confidence (recommended for external job postings only).