

TERMS OF REFERENCE
International Affairs Consultant
External and Corporate Relations, Europe
The World Bank
Rome, Italy

Background

The World Bank Group (WBG) works with member countries to help improve people's lives and achieve shared prosperity in a variety of ways, including through financial lending and analytical and advisory services. The WBG's External and Corporate Relations (ECR) Vice-Presidency also has as its mandate to strengthen the WBG's development impact by increasing public support for, and awareness of, its mission and its work in donor countries. ECR Europe manages relationships with key stakeholders, including government counterparts, parliament, civil society, private sector, media, academia and international organizations in the traditional as well as in the emerging European development partner and donor countries.

The ECR Rome Office manages the dialogue between the WBG and Southern European countries, including: Italy, Portugal, Spain, and to a lesser extent Cyprus and Greece. The team is responsible for analysis and advice to ECR Europe leadership and WBG Senior Management on dialogue, development priorities and overall authorizing environment in those countries. This includes maintaining a strong dialogue with authorities and stakeholders, staying abreast of political and economic developments, and implementing multi-constituency outreach programs as well as developing new forms of engagement in development cooperation.

Specifically, the country dialogue with Southern European countries aims to:

- Develop innovative mechanisms to increase development cooperation with partners in order to benefit from synergies and specific country expertise as well as to crowd in funding for projects in countries and sectors of priority for the five country donor partners.
- Improve mutual understanding across multiple levels between the WBG and Italy/Portugal/Spain.
- Increase the financial, political, institutional, and intellectual support in those countries for the WBG's multilateral work.
- Increase the practical collaboration between WBG units and country partners, including working with country partner experts.
- Improve coordination, alignment of objectives and synergies between donor outreach activities and World Bank operations in Southern European countries.

The International Affairs Consultant is based in Rome and is expected to support the Southern Europe Office in Rome on all issues with Italy, Portugal, Spain and, as required, Cyprus and Greece, and in close collaboration with the Rome-based Administrative Assistant, office management and administrative tasks. S/he will report to the Rome-based Senior International Affairs Officer who heads the Rome Office.

Duties and Accountabilities

The International Affairs Consultant is expected to play a key role in supporting the team in its work with Southern European countries, which includes:

- Maintaining a continuous dialogue across relevant ministries and constituencies in all five countries.
- Support transaction-based interaction with donor partners, including co-financing, project development, and identification of opportunities for development cooperation with relevant actors in each country, including ministries, foundations and civil society. Research political and economic issues in all countries, support in the preparation of reports and briefing materials.
- Advise on and support the engagement of World Bank operational teams in Southern European countries, including preparation of briefing books and presentations for both internal as well as external use.
- Plan, coordinate, and support implementation of outreach activities of the WBG in all Southern European countries.

Specifically, the International Affairs Consultant is expected to support the following tasks under the supervision and guidance of the team:

Relationship Development, Research, Analysis and Briefing

- Support relationship development through meetings with counterparts and follow up on discussions and potential projects.
- Assist with the preparation of briefings, including background information on relationships and country political/economic status and risk analysis, as well as develop presentations on a wide range of issues and topics, including WBG financial products, development cooperation mechanisms, and country engagement strategies.
- Maintain and update country partner development cooperation profiles for use at WBG Annual Meetings.
- Support response to inquiries and requests for information from internal counterparts as well as from all countries.
- Assist with logistics for meetings between WBG management/staff and counterparts, including WBG Meetings, WBG staff visits to the countries, and any other requests.
- Update and maintain a contact database of stakeholders from various sectors and institutions (government officials, parliamentarians, academics and researchers, as well as representatives of non-governmental organizations and the private sector) for all countries.

Planning and Program

- Assist in identifying counterparts, partners, priorities and thematic foci for the WBG's outreach in Italy/Portugal/Spain.
- Assist with outreach, focusing on key constituencies in Italy/Portugal/Spain, including media, government and parliament, NGOs, academia and think-tanks, and the private sector.
- Assist in identifying opportunities for timely and relevant briefings by the WBG to these core constituencies in the three countries.

Media Relations

- Support the distribution of communications products (e.g., news releases, media packets, op eds, brochures, etc.) to key internal and external groups in all countries.
- Support media outreach for visiting WBG staff in all countries, as well as respond to media requests from the relevant countries.

- Help develop and maintain targeted thematic lists of Italian, Portuguese and Spanish journalists interested in development-related topics.

Office Management and Administration

- Support specific daily office management and administration tasks, in close collaboration with the Administrative Assistant.

Other

- Any other duties as defined by the Senior International Affairs Officer.

Selection Criteria

The International Affairs Consultant will ideally meet the following criteria:

- Minimum of Master's degree or its equivalent in a discipline relevant to the WBG's work coupled with a minimum of 2 years of relevant work experience OR equivalent combination of education and experience.
- Demonstrated interest, work experience and/or background in economics, finance, international business, international relations, development.
- Knowledge of the economy, culture, institutions, media, and political trends in Italy and/or Spain (required for one of these countries, ideally for both). Knowledge of Portugal a plus.
- Knowledge of the WBG and familiarity with the World Bank's mission, operations, policies, and procedures a plus.
- Ability to professionally interact with internal and external clients at all levels, and to exercise judgment, tact, and discretion in dealing with sensitive and/or confidential matters.
- Excellent sense of initiative, drive for results, and client orientation coupled with strong planning and organizational skills.
- Proven ability to work independently as well as under pressure, to multi-task, and to adjust priorities in order to achieve results in line with agreed objectives and deadlines.
- Ability to work as part of a team in a multicultural environment.
- Excellent verbal and written English and Italian. Communication skills in Spanish and/or Portuguese a plus.
- Computer proficiency and familiarity with Outlook, the MS Office Suite and Internet/web-based research. Advanced IT skills a plus.