

## Terms of Reference

Position Title: Consultant (WBG Korea Office-based)

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### Background:

#### ABOUT THE WORLD BANK GROUP

Established in 1944, the World Bank Group (WBG) is one of the world's largest sources of funding and knowledge for development solutions. In fiscal year 2013, the WBG committed \$52.6 billion in loans, grants, equity investments and guarantees to its members and private businesses, of which \$16.3 billion was concessional finance to its poorest members. It is governed by 188-member countries and delivers services out of 120 offices with nearly 15,000 staff located globally.

The WBG consists of five specialized institutions: The International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), the International Finance Corporation (IFC), the Multilateral Investment Guarantee Agency (MIGA), and the International Centre for the Settlement of Investment Disputes (ICSID). The World Bank is organized into six client-facing Regional Vice-Presidencies, several corporate functions, and is introducing fourteen Global Practices as well as five Cross-Cutting Solution Areas to bring best-in-class knowledge and solutions to regional and country clients

#### Regional Context

The WBG serves 22 client countries in the East Asia and Pacific (EAP) region, with a total population of about 1.9 billion people and a GNI per capita of about \$1,100. Clients range from middle-income countries to low income IDA only countries, and to fragile states and small island economies in the Pacific.

The World Bank's strategy in EAP is focused on fighting poverty and achieving the MDGs, through

- (1) supporting growth and maximizing the potential economic gains from global and regional economic integration and trade;
- (2) managing the challenge of rapid social and economic transition and promoting improved governance;
- (3) maintaining engagement with the full range of clients by providing cutting-edge development knowledge and capacity;
- (4) the demonstration effect of well-designed projects and demand-driven analytic work
- (5) mobilizing partners to leverage the available financial and knowledge resources around common development goals and strategies.

#### Country Context

The Republic of Korea (ROK) is a key development partner of the WBG and the WBG Korea Office located in Songdo, Incheon, is designed as a hub and a conduit for WBG-ROK cooperation in other countries.

The WBG is committed to achieving diversity in race, gender, nationality, culture, and educational background. Individuals with disabilities are equally encouraged to apply.

The WBG Korea Office, based in Songdo, Incheon, is looking for a dynamic and experienced professional to contribute to the delivery of Korea Office's work program, focused on supporting knowledge sharing and other office activities that are designed and implemented in ROK in partnership with WBG units, Korean partners, development partners, and country clients across the globe. The Consultant will also support research and analysis on a wide array of topics and issues related to international development, help produce Korea Office reports, and provide some administrative support in the delivery of Office activities.

The Consultant will function under the overall supervision of the Special Representative.

#### Tasks and Responsibilities:

- Contribute to effective engagements of the WBG Korea Office with Korean partners and other WBG units to promote disseminating Korea's development experience and bringing global knowledge to Korea.
- Support production of reports/background papers on the operations of the WBG as well as the partnership between the WBG and Korea.
- Support research and analysis of potential Korean agency partners for knowledge sharing activities, including ministries, affiliated agencies, public institutions, academia, think-tanks and non-government organizations.
- Support research and analysis of Korea's development experiences across various sectors where such information would support knowledge sharing activities, including support for briefing notes.
- Help organize and implement knowledge sharing activities between Korean agencies, country clients, World Bank units, and development partners; and help prepare and produce knowledge sharing products such as programs, news releases, brochures, feature stories, and presentations.
- Support managing a list and key information of Korean partner agencies as current and future partners.
- Assist in the publication of the Korea Office Annual Report.
- Liaise with Korea agencies, country clients, World Bank units, and development partners as needed.
- Help prepare, produce and disseminate both routine and complex communication products.
- Support research to produce content for speeches, reports, and briefs to support Korea Office communications and outreach.
- Participate in meetings and provide timely support (e.g., providing interpretation, drafting documents including minutes, briefs, reports, etc.).
- Provide administrative support across different levels of engagement with Korean agencies, country clients, development partners, and World Bank units and teams.
- Support the Office on maintaining day to day operations through administrative support.
- Participate in team meetings and discussions.
- Perform responsibilities that arise upon demand by members of the team.

#### Qualifications and Competencies:

- Master's degree in international relations, economics, journalism, public relations, international development or related area. However, a bachelor's degree in combination with other relevant experience may be considered in lieu of an advanced university degree.
- Strong verbal and written communication skills in both English and Korean, with an ability to convey complex ideas in a clear, direct, and lively style.

- Ability to work in a fast-moving, complex, and multi-cultural environment.
- Ability to think and work logically and work precisely with attention to detail.
- Ability to work capably under stress and to juggle multiple tasks under tight deadlines.
- Effective interpersonal, communication, and team-working skills.
- Computer literate with demonstrated ability in generic computer packages such as Microsoft Office and some familiarity with the Internet, databases and social networking platforms.
- Knowledge of the World Bank Group and/or other multi-lateral development banks in international development/cooperation arena.
- In-depth knowledge of international trends and political/economic issues related to development a plus.
- Strong administrative skills.

### Supervision

For this appointment the hiring manager will be Hoon Sahib Soh, Special Representative, WBG Korea Office and the task team leader (TTL) will be Jiwon Lee, Operations Officer. The Consultant will report to the TTL.