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**Terms of reference**

**Project/Assignment Title: Program Analyst for Water PPP Program on Good Practices for Performance-Based Contract in Non-Revenue Water Management**

**Task Team Leader: Gerard Soppe, Senior Water and Sanitation Specialist and Jemima Sy**

**Manager: Jyoti Shukla, Program Manager**

**Department/Division: GWADR (Water Global Practice)**

**Location: Washington, DC**

**Appointment Type: Individual**

**Date of Assignment: 2 years starting 18 July 2016 to 30 June 2018**

**International Recruitment: 🞏 yes x no**

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| 1. **Background and Objectives**

**Public-Private Infrastructure Advisory Facility**The [Public-Private Infrastructure Advisory Facility](http://www.ppiaf.org/ppiaf/page/about-us/what-is-ppiaf) (PPIAF) is a multi-donor trust fund that provides technical assistance (TA) to governments in developing countries in support of the enabling environment conducive to private investment, including the necessary policies, laws, regulations, institutions, and government capacity. It supports governments to develop specific infrastructure projects with private sector participation in priority infrastructure sectors energy, transport and water.PPIAF’s Strategy for fiscal years 15-17 proposes to support national and sub-national governments in developing countries so that they have the capability to reduce poverty levels in their territories by increasing private sector investment in the development, maintenance, expansion, operation and delivery of quality, sustainable and inclusive infrastructure services with emphasis on serving the poorest segments of their populations. It expects to deploy around USD 22 to 24 million in technical assistance by FY 17. A significant portion of this TA will be delivered through ‘programs’– strategic engagements that seek to leverage PPIAF resources with partnerships for greater effects. Programmatic technical assistance (TA) is a sequence of activities designed to tackle multiple aspects of the enabling environment in a country, region or sector over the course of one or more years, to achieve more wide-ranging objectives. For more information, please visit [www.ppiaf.org](http://www.ppiaf.org)**PPIAF Sub-National Technical Assistance Program**PPIAF’s Sub-national Technical Assistance Program (SNTA Program) provides technical assistance grants to support sub-national entities to improve their ability to access financing for infrastructure investments, without relying on sovereign guarantees. **Program Engagements in the Water Sector**Through an initiative of the respective Senior Directors of the World Bank PPP Cross-Cutting Solutions Area, where PPIAF is housed, and the Water Global Practice (Water GP), two to three program engagements will be developed in the next 2 years to support more systematic support for private sector development in water. **The goal of the Water Programmatic Engagement for Private Participation is to enhance the effectiveness of World Bank Group (WBG) offering to clients in the area of private sector participation in water through the systematic deployment of a full suite of interventions[[1]](#footnote-1) from the WBG in a manner that is ‘cheaper, faster and better.’** The Water PPP CoP is overseen by the Global Water Practice Water Supply Global Solutions Lead (William Kingdom) and led by Senior Water Supply & Sanitation Specialists: Philippe Marin, Victoria Delmon and Joel Kolker for the Water GP and supported by Senior Industry and Infrastructure staff members from the PPP CCSA (Jane Jamieson) and PPIAF (Jemima Sy). The Program for Developing Good Practices for Performance-Based Contract in Non-Revenue Water Management is the first of the engagement areas identified and funded through PPIAF’s various trust funds. A second program is Financing Universal Access to Water, funded through PPIAF sub-national TA program.**Program for Developing Good Performance-Based Contract Practices in the Marketplace to Manage Non-Revenue Water** The objective of this Program is to catalyze increasingly better practices in the marketplace on PBCs for NRW Management. Better practices are identified in the short term as shorter and more cost-effective preparation of PBC transactions and increased number of market participants (suppliers and seekers) active in the market, and in the medium-to-long term by improved value-for-money of PBC activities in NRW management and the longer rates of decline in NRW performance in participating utilities post-PBC.The Program will have the following four components:* **Component 1:** Guidance, Standardization and Systematic Learning
* **Component 2:** Country Support for NRW PBC (Including two already approved TA activities in Kenya (Nairobi and/or Mombasa) and Pakistan (Faisalabad) for which PPIAF has recently already approved support that will be ‘folded’ into this broader Program to benefit from the learning. )
* **Component 3:** Capacity Building and engagement of Private Service Companies
* **Component 4:** National Scale-Up Support

The Program partners with the Inter-American Development Bank and the International Water Association, and receive co-financing from the Water Global Practice of the World Bank Group (including trust funds Water Partnership Program and Water & Sanitation Program) and the PPP CCSA. Within the World Bank, this Program will be executed through the joint Water GP and PPP CCSA Water PPP CoP under the guidance of the Global Solutions Group Lead on Water Supply (William Kingdom). In relation to external partners: development financial institutions such as IDB as well as the International Water Association, a **Partnership Group** will be convened under the Program twice a year: once to synchronize plans and funding/budgets for the coming year and a second time, with the Country Teams, to exchange on lessons over the past year that would feed into the various Program components, but particularly, Component 1. The PG will be an informal coordination group, and for the most part, partner institutions will be expected to oversee/implement their respective activities according to their own institutional procedures. The main aim of the PG is to develop working relationships and processes that enable the different institutions to come together and assist them and their clients to build on the others’ work programs. It is, therefore, important that members in the PG are able to share information on their different undertakings related to enhancing the knowledge and lessons component of the overall Program.**Other PPP-Water Activities**In addition to the two programs mentioned, PPIAF/PPP CCSA and Water teams undertake a number of activities related to the facilitation private sector engagement in water. This includes:* Animation of the Water PPP Community of Practice
* Project Investment Lending activities provided to client countries such as the Benin Water
* Technical Assistance activities provided to client countries such as Rwanda’s Rural Water PPP

**Objective of the Assignment**The objective of this assignment is to provide analytical, logistical and coordination assistance to the joint Water GP-PPIAF team managing the PPIAF water portfolio, through which the two Global Program is executed. Particularly related to the Global Program on PBC for NRW, this will require supporting the various Program actors such as the Partnership Group members, various consultants working at global and country levels including the Global Technical Secretariat firm (Castalia), the Pool of Experts, as well as the various tasks teams from different development financial institutions that are implementing country-based activities. The analyst will provide research and operational support to the PPIAF Senior Infrastructure Specialist (Water) in managing and monitoring of PPIAF water sector activities.Finally, on an as-needs basis, the analyst will provide support to the “Other PPP-Water Activities” mentioned above. |
| 1. **ScOPE of Work**

**Global Program on PBC for NRW (60 days per 12 months)**1. The analyst will provide operational support to the Global Program implementing team in procuring and managing contracts of consultants and services; monitor and manage budgets; organizing and helping progress the work program and pursuing various tasks related to the Global Program.
2. The analyst will be responsible for maintaining and working with task teams to populate a Program monitoring system, Warehousing Expert Pool Registry and Contracts, Documents, Lessons Learned
3. The analyst will provide logistics, coordination, research and analytical inputs to the implementation of the different Global program activities including:
* Post Practitioner’s Retreat Follow up
* Development of the Operations Manual, Document Standardization and other Knowledge Products
* Annual Planning and Lessons Learning
* Various training activities that will be delivered under the Program
1. The Program Analyst will work with the task team to contribute to the learning networks under the Capacity Building and Engagement of Private Sector Companies Component by developing and adding dialogue to the PPP Knowledge Platform and the planned Program portal as needed.

**PPIAF Support (24-30 days per 12 months)**1. The analyst will contribute to
	1. proccessing PPIAF water (includes water supply, wastewater & sanitation, irrigation and solid waste) grant applications: origination, design and preparation, and supporting application
	2. supporting implementation, monitoring and reporting on PPIAF water activities, including contribution to quarterly Portfolio Implementation Reviews
	3. researching topics in the water sector and drafting repurposed knowledge products and issue briefs
	4. participate in 2-monthly PPIAF review meetings, particularly where water activities will be discussed
2. On an ‘as needs’ basis, the analyst will assist the PPIAF Sr Infrastructure Specialist and the Municipal Specialist in similar activities to the above for the PPIAF Sub-national TA Program and backstop the current SNTA program coordinator during periods with heavier workload

**Other PPP Water Activities (25 days per 12 months)**1. The analyst will support the Water PPP CoP Core in updating the CoP Spark Pages; assist in organizing learning events; track and follow up PPP CoP activities and supporting PPP research for the Water PPP CoP Core Team (around 15 days)
2. The analyst will support the Sr. Industry Specialist at the PPP CCSA with various TA and Investment Lending activities (around 10 days)
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| 1. **DELIVERABLES/SPECIFIC OUTPUTS EXPECTED FROM ASSIGNMENT**

The outputs will be defined periodically and agreed to with the task team. A detailed schedule of deliverables and level of effort will be agreed upon prior to the launch of each component. A general minimum level of effort of 5 days a month will be expected, and some months will be more intensive. |
| 1. **SPECIFIC INPUTS TO BE PRESENTED BY THE CLIENT**

The World Bank will make available all relevant documents provided by its Client and other organizations.  |
| 1. **SPECIAL TERMS & CONDITIONS / SPECIFIC CRITERIA**

There may be need to travel to outside of USA. Costs for travel will be covered by the World Bank according to its regular policies.**Timing/Assignment Duration**The Consultancy will start on 15 July 2016.**Reporting**The Program Analyst will report to Jemima Sy (GCPPP) and Gerard Soppe (GWADR) based in Washington DC who will coordinate with the other members of the World Bank Task Team. On Specific Tasks, the Program Analyst will report to other members of the PPP CoP Core Team (Philippe Marin, Jane Jamieson, Victoria Delmon and William Kingdom).**Payment Schedule**Based on pre-agreed work program, tasks and levels of efforts, payments will be made against outputs produced as required.**Required Qualifications and Experience**The program analyst will require:* A graduate degree in finance, economics, or engineering
* At least 2 years’ experience in water sector activities in developing countries
* Excellent oral and written communication and presentation skills. Spoken and written fluency required in English and French. Additional languages (e.g. Spanish) a plus.
* Strong writing and analytical skills. Successful applicants may be requested to provide a writing sample
* Financial modelling and statistical analysis skills, proficiency in Excel and a statistical program
* Knowledge of infrastructure financing, project finance and PPP project deal cycle
* Ability to work effectively in a team-oriented, multi-cultural environment
* Detailed oriented and organized; can work with minimum supervision
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1. This includes investment lending, analytical and advisory assistance as well as knowledge and partnership platforms. [↑](#footnote-ref-1)