Water and Sanitation Program

Terms of Reference for Short-Term Consultant

End of Year Report 2016

(Approximately 60 days)

Background

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| The Water and Sanitation Program (WSP) is a multi-donor partnerships administered by the World Bank to support the poor in obtaining affordable, safe and sustainable access to water and sanitation services. The program was initially established in 1978 to explore cost-effective technologies and models for providing safe water and sanitation to the world's poor. For 36 years, WSP has play a leading role in the sector. The focus of WSP has evolved over time from technological needs for providing water and sanitation access to a holistic approach of institutional strengthening, capacity building and sector reforms in client countries. The program shares best practices across regions and forges partnerships with the private sector, development partners, governments, academia, civil society organizations and the media to influence regulatory and structural changes needed in client countries to assist reform in the water and sanitation sector. WSP’s global field presence consists of approximately 135 staff working directly with client governments in 38 countries across the world. With the recent organizational transformation within the World Bank and the reorientation of its portfolio around global practices and cross-cutting solutions areas, WSP is now formally part of the World Bank Water Global Practice that comprised of staff working across the full range of the water agenda including rural and urban sanitation, water and economics, provision of water services, integrated water resource management as well as irrigation. WSP staff accounts for approximately one-third of the total staff of the Water Global Practice. The Water Global Practice is headed by a Senior Director, a Director, six regional practice managers, two program managers including a Senior Manager heading the Water and Sanitation Program (WSP), and three global solutions group technical leads.WSP’s Business Plan is based on a global strategy ‘FY2009-2018: Scaling Up Sustainable Services”, which articulates WSP’s proposed strategic response to identified sector challenges affecting the poor through capacity building, technical assistance and knowledge. The Business Plan identifies six business areas where the program could have the best opportunity to affect large-scale change in sector performance: scaling up rural sanitation and hygiene; creating sustainable services through domestic private sector participation; supporting poor-inclusive WSS sector reform; targeting the urban poor and improving services in small towns; mitigating and adapting WSS delivery to climate change impacts; and delivering WSS services in fragile states. These areas were identified through a process of embedding a results-based framework throughout WSP’s country, regional and global work programs.The selected candidate will be expected to lead the completion of the WSP End of Year Report for 2016, as well as other related efforts.  |

**Duties and Accountabilities:**

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| The successful candidate’s responsibilities may include, but are not limited to: * Become familiarize with the Core Business Areas and related results required for reporting.
* Develop a project work plan and schedule, including inputs from the WSP regions and global business area teams.
* Liaise with the respective WSP team for technical inputs of the report, and conduct research and qualitative and quantitative analyses.
* Draft the End of Year Report using inputs from regional and business area teams, including development of relevant data graphs and illustrations for sections of the report.
* Work with the graphic designer on the visual illustration and image of the report.
* Liaise with the WSP Management Team for the review of the draft report, and lead revisions of the report to incorporate comments received.
* Ensure overall technical quality of the report, including text content, validity of data and results presentation.
* Lead overall coordination of review and clearance process.
* Work with the WSP Communication Team on the report dissemination strategy, including distribution to the donors, on-line posting, and other related communication means.
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**Selection Criteria:**

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| * Master’s degree or equivalent and at least five years working experience in communication, journalism and report writing, preferably in development context preferred, or equivalent combination of education and experience desirable.
* Excellent writing, oral and presentational skills in English. Strong experience in editorial, on-line communication, social media, and knowledge dissemination.
* Strong analytical skills to gather and organize information and resources, compile data and prepare statistics, and to synthesize knowledge from diverse sources of information.
* Self-starter and willingness to work in a fast-paced environment to effectively provide professional support to senior staff and to meet tight deadlines.
* Excellent proficiency in Microsoft office applications, PowerPoint and Excel in particular.
* Excellent interpersonal skills and proven ability to work in a multi-cultural environment and virtual teams located in different regions.
* Awareness of political sensitivities and ability to diplomatically handle sensitive situations with target audiences and to otherwise cultivate effective, productive client relationships/ partnerships.
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