

**The World Bank Institute Capacity Development and Results unit  
seeks a Database Developer/Evaluation Analyst (Short-Term Consultant)**

**Summary of the consultancy:**

Full time until June 30, 2011 (with possibility of extension) for contributing to the development and implementation of an innovative project aiming to enable the World Bank Institute achieve and demonstrate its results systematically. Consistent with the World Bank's practice, the consultancy advertised here is until the end of the current fiscal year (June 30, 2011). The project is expected to continue, however. For a consultant who performs excellent work, the expectation is that there would be opportunities to renew or extend the consultancy beyond June 30, 2011.

The consultant's main tasks will be: 1) the development of a results database, 2) the systematic qualitative analyses of text data, and 3) advice to teams in charge of capacity development initiatives on how to design and implement results-focused initiatives and to collect evidence of results and report on them.

**Remuneration:**

Commensurate with experience

**Location of work:**

World Bank Headquarters  
701 18th Street N.W.  
Washington D.C.  
United States of America

**Hours:**

The work is performed during typical office hours with some flexibility.

**Job description:**

The World Bank Institute Capacity Development and Results unit (WBICR) is seeking the services of a consultant full time between now and June 30, 2011 to contribute to the project below.

Project title: Developing a results infrastructure for the World Bank Institute

Background: The World Bank Institute (WBI) is increasingly asked to demonstrate the results of its capacity building initiatives. WBICR recently launched a methodology, based on the Capacity Development and Results Framework (CDRF), to help WBI teams achieve and demonstrate the results of their capacity development initiatives. A major output of the project will be a database of results that stakeholders can query from the internet. The MS Access and Excel version of the database will be progressively produced during the next few months. In 2012, a web interface of the database will be built. The current project team is seeking to hire a consultant to help with the further development and implementation of this multi-year project.

Description: The consultant will be part of the project team and responsible for the following tasks:

1. Collaborate with system developers to guide the creation of functions needed to support the project
2. Contribute to the design and development of a multiple-table database of results using MS Access and Excel, and document dataset variables in code books
3. (Should the consultant be still part of the project team in 2012) develop the web interface for the database
4. Become familiar with the Capacity Development and Results Framework and supporting materials
5. Contribute to the iterative development of guidelines for WBICR on how to analyze—with a high level of reliability—narrative information and other information that the WBI capacity building teams have reported about results of their initiatives
6. Write the evolving guidelines clearly and systematically to enable easy and reliable content analysis as well as permit any interested stakeholder to understand the project team's coding process (which will be published along with the aggregate reports)
7. Analyze the results reported according to guidelines developed and input the analyzed data into the results database
8. Collect additional information on the capacity building initiatives from administrative records and from their teams to clarify any unclear information needed to categorize the results that they reported
9. Translate or arrange for the translation of documents providing evidence of results from the original language into English
10. Draft a synthesis of the results reported and verify the information with the capacity building team before reporting them in the WBI scorecard
11. Reconcile any differences with the other analyst(s) to ensure high level of inter-rater reliability
12. Identify potential issues in the reports provided by the capacity building teams and suggest revisions to the results reporting guidelines accordingly
13. Produce quantitative and qualitative reports based on the content analysis
14. On request, advise WBI teams in charge of capacity building initiatives on how to design results-driven capacity development initiatives, articulate their results logic, select practical indicators and develop instruments and approaches to collect credible evidence of their initiative results
15. Program questionnaires to collect data online
16. Perform other related tasks, as needed.

**Selection criteria:**

1. Masters degree or equivalent, and a minimum of five years of relevant professional experience, or equivalent combination of education and experience
2. Advanced data management skills using a variety of applications including MS Access and Excel
3. Experience programming web interfaces for databases to enable web-based queries
4. Experience programming questionnaires to collect data online
5. Demonstrated ability to conduct qualitative analysis
6. Good understanding of results frameworks, design of monitoring & evaluation, and instrument development

7. Proficient with statistical analysis
8. Excellent interpersonal skills and ability to request information clearly and diplomatically
9. Excellent written and verbal concise communication skills in English
10. Logical, systematic, accurate, detail-oriented, organized, team player, flexible, resourceful, problem-solver, and creative
11. Ability to work in a multicultural environment

*Preferred (but not mandatory) criteria:*

12. Ability to read languages other than English
13. World Bank experience, notably familiarity with its information, communication and technology systems, knowledge and learning products, and/or evaluation processes
14. Theoretical knowledge of and practical experience with adult learning design

**Application process:**

If interested, send an email to [WBICR-Consultants@worldbank.org](mailto:WBICR-Consultants@worldbank.org) with “Results Database Developer / Evaluation Analyst” in the subject line, and include:

- (a) your CV,
- (b) a description of how your skills and experience relate to the consultancy described above, and
- (c) your answers to the following questions:
  1. Have you ever worked for the World Bank?
  2. Do you have any relative working for the World Bank? (If so, please indicate your family relation to this person, e.g., wife, son, etc.)
  3. What is your legal work permit type to work at the World Bank headquarters in Washington DC, USA (e.g., US citizen, G4 visa, permanent resident, etc.)?
  4. How soon could you start working?
  5. What are your work schedule restrictions, if any?

Short-listed candidates will be invited for an interview and be asked to take a test of skills. Other candidates will not be contacted.

**Background on contracting policies for Short-Term Consultants (STC):**

- STC are paid on a daily-rate basis for actual days worked.
- STC are not eligible to participate in the World Bank Group's benefit programs.
- An STC appointment cannot exceed 150 days per fiscal year. The World Bank's fiscal year starts on July 1 and ends on June 30.