

**The World Bank Institute Capacity Development and Results practice
seeks two Evaluation Analysts (Short-Term Consultants)**

Summary of the consultancies:

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 consultants who perform excellent work, the expectation is that there would be opportunities to renew or extend the consultancy beyond June 30, 2011.

Each consultant's main tasks will be: 1) the systematic qualitative analyses of text data, 2) the development of a results database, 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. At World Bank headquarters. Two consultants are sought.

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 two consultants full time between now and June 30, 2011 to contribute to the project below.

Note: Candidates will be considered individually, whether they apply individually or as a team of two people. The job description below is based on the assumption that both consultants would have the same responsibilities and carry out the same tasks. However, WBICR is willing to consider variations in individual responsibilities in agreement with both consultants as long as the business needs are covered.

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. The current five-person project team is seeking to hire two consultants to help with the further development and implementation of this multi-year project.

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

1. Become familiar with the Capacity Development and Results Framework and supporting materials
2. 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 instrument and approaches to collect credible evidence of their initiative results
3. Collaborate with system developers to guide the creation of functions needed to support the project
4. 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
5. 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)
6. Contribute to the design and development of a local database of results using MS Access and Excel, and document dataset variables in code books
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. Participate in the discussions to design a web-based interface for the results database, where results will be searchable by criteria
15. 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. Solid experience with results frameworks, design of monitoring & evaluation systems, and instrument development
3. Theoretical knowledge of and practical experience with qualitative analysis
4. Advanced data management skills using a variety of applications including Excel and Access
5. Proficient with descriptive statistical analysis
6. Excellent interpersonal skills and ability to request information clearly and diplomatically
7. Excellent written and verbal concise communication skills in English
8. Logical, systematic, accurate, detail-oriented, organized, team player, flexible, resourceful, problem-solver, and creative
9. Ability to work in a multicultural environment

Preferred (but not mandatory) criteria:

10. Theoretical knowledge of and practical experience with adult learning design
11. World Bank experience, notably familiarity with its knowledge and learning products and evaluation processes
12. Ability to read languages other than English

Application process:

If interested, send an email to WBICR-Consultants@worldbank.org with “Content Analysis” 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.