

TERMS OF REFERENCE

Lead Coordinator for EAP DLCs to Support the Implementation FY10 EAP Sector Programs

Background

In recent years, the Bank's role has evolved to focus more on knowledge sharing, providing policy advice, strengthening capacity building, facilitating greater participation of all stakeholders in the design and implementation of its reform programs and making the work it supports more accessible. Our knowledge products and services have become critical to our ability to articulate country demands, respond to emerging operational needs and strengthening our portfolio.

EAP's Global Development Learning Network (GDLN) is recognized as a powerful mechanism that enables communities, organizations and countries to work to broaden participation and involvement, adding a critical and new dimension to any development project or business transaction; and deliver timely services to those seeking to access global best practice in a range of policy areas.

With the maturity of the GDLN, the Management of the EAP Region views the consolidation of the GDLN and its development, as an important strategic objective. As such, EAP management aims to increase usage of the GDLN in its Bank operations, primarily in the consultation and dissemination of AAA and flagship publications, operational support to task teams, technical advisory services and other outreach initiatives, training for operational staff and clients, and in the implementation of capacity building activities that are part of the Bank's projects.

Implementation support for FY10 GDLN Programs.

It is expected that within FY, about 15-20 GDLN activities will be sponsored and hosted by various EAP sub-units (task team leaders). The GDLN team under the management of the GDLN EAP Coordinator will provide technical, pedagogical, and logistical services to support these programs. Building on the experiences of the past year implementation, it has been agreed this year the team will consist of (i) an instructional design consultant (ii) a DLC lead coordinator to act as focal point for all DLCs in the EAP. This arrangement aims to assure that each GDLN program is fully planned, coordinated and implemented with quality services and delivery.

The DLC lead coordinator will act as interface between the TTLs and the implementing DLCs and will be responsible for all communication/coordination services between EAP-GDLN teams/DLCs, and the task team leaders/content teams in the operational units.

The instructional designer will provide support with program design perspective and necessary training for the moderator and presenters prior to the implementation of each event.

The DLC lead coordinator will work closely with the instructional designer in all aspects of the implementation of these programs

Scope of Work

Under the direction of the EAP GDLN Regional Coordinator (EAPVP), the lead Coordinator will support the implementation of these EAP programs through the GDLN, by performing the following functions:

- i. Liaising and discussing the project concept with the EAP TTLs (EAPVP) and the designated Instructional Designer, to understand and obtain the TTLs' agreement on the Program's learning/communication/strategic objectives, topics for the interactive seminars/events, structure to be followed (methodology and process), target audience, sites and schedule for each of the learning seminars.
- ii. Coordinate with the instructional designer to ensure that the program reflects the needs of the WB sectoral unit, DLCs, and other organizational counterparts on the design, quality and implementation aspects of the initiative.
- iii. Supporting the Instructional design in producing and disseminating of the Brochure for the program; Running Order; and all related program material
- iv. Join the instructional designer in orienting World Bank sector teams and partners on use of the GDLN technology, procedures and pedagogy.
- v. Acting as focal point in liaising with the DLC network and other affiliates to provide all information related to program implementation requirements.
- vi. Supervise the planning, coordination and logistics for each session, including:
 - a) acting as the primary focal point and liaison to the DLCs and affiliates on the program;
 - b) overseeing all communications with DLCs and act as focal points for all clarifications needed between DLCs and TTLs
 - c) Working with the implementing DLCs on administering the GDLN seminar/activity evaluations which will be submitted to the TTLs.

REPORTING

The consultant will report to the EAP GDLN Coordinator.

During the preparation and delivery of seminars, events or other related activities, the leader coordinator will closely coordinate with the instructional designer to ensure that the program reflects the needs of the WB sectoral unit, DLCs, and other organizational counterparts on the design, quality and implementation aspects of the initiative.