

Terms of Reference
Short Term Consultant
Support to the 2018 Understanding Risk Forum

Background

The Global Facility for Disaster Reduction and Recovery (GFDRR) is a partnership of the World Bank, United Nations, major donors and recipient countries under the International Strategy for Disaster Reduction (ISDR) system to support the implementation of the Hyogo Framework for Action (HFA). The HFA, endorsed by the United Nations General Assembly and ratified by 168 countries, is the primary international agreement for disaster reduction. HFA's principal goal is to effectively integrate, in a coherent manner, disaster risk considerations into sustainable development policies, planning, programming, and financing at all levels of government. Launched in September 2006, GFDRR provides technical and financial assistance to help disaster-prone countries decrease their vulnerability and adapt to climate change. GFDRR works closely with UN agencies, client governments, World Bank regional offices, and other partners.

About the GFDRR Innovation Lab and Understanding Risk Community

GFDRR also hosts the [GFDRR Innovation Lab](#) team. The Innovation Lab supports the use of science, technology, and open data in promoting new ideas and the development of original tools to empower decision-makers in vulnerable countries to strengthen their resilience.

The Innovation Lab manages the Understanding Risk (UR) Community, an open and global community in the field of disaster risk identification with representatives from the public and private sector, multilateral organizations, NGOs, academia and civil society.

Every two years, the Global Facility for Disaster Reduction and Recovery (GFDRR) convenes the UR Forum—a five-day event designed to showcase best practices and the latest technical advances in the field. The UR Forum is the world's leading conference on improving the assessment and understanding of disaster and climate risks. Previous events brought together over 800 experts and practitioners from more than 100 countries in Washington DC, Cape Town London, and, most recently in Venice.

The fifth global Forum (UR2018) will be held in the spring of 2018 in Mexico City, Mexico

For more information on the UR community and past events, visit www.understandrisk.org

About the Position

GFDRR Innovation Lab is looking for a motivated self-starter to support the organization and management of UR2018. The Consultant must enjoy working in a fast-paced environment with short deadlines and changing priorities, and be able to work with a diverse group of colleagues.

The ideal candidate will be highly organized, enjoy working in a team, but capable of taking on individual tasks and seeing them through to completion in a high-quality and efficient manner.

Enthusiasm and a willingness to take on any task needed to get the job done are key to this role.

Duties and Accountabilities

GFDRR will hire an event management firm to manage the overall event, however, the Consultant will support the management of items that fall outside the purview of the firm, and support in the management of the firm itself. The Consultant will not be solely responsible for the GFDRR-side of the event, and will be under direct supervision of Simone Balog, manager of the UR Community and main organizer of UR2018.

The Consultant will be responsible for the logistical arrangements, organization and ad hoc activities associated with UR2018. S/He will also be responsible for certain aspects of the communications of the event, such as generating tweets, coordinating blogs, and other items as required. S/He will also interact with other members of the team and external organizations, as required.

Activities include:

- Support the logistical arrangements of the conference, including: venue, catering, registration, AV and IT requirements, security etc.
- Support the procurement of third-party vendors, including writing terms of references, reviewing proposals, working with the WB Procurement Department to ensure successful procurement
- Support the communication and outreach strategy, including website updates and tweets, as well as the design and look and feel of the conference, such as the development of brochures, posters, banners, welcome packs etc.
- Support the development of the program for the Forum, including the organization of sessions, side events, training workshops, community of practice meetings, as well as the innovation expo
- Support the communication with the session leads as needed to ensure that responsibilities and expectations are being attended to
- Handle logistical queries from participants regarding the conference
- Liaise with the event management firm as required
- Support the development of the post conference publication
- Work on other related projects as required

Selection Criteria

- MA in Business management, Hospitality management, Marketing, International Relations or other related field and 2-3 years of relevant experience;
- Demonstrated experience in organizing large, global conferences (+200 attendees)
- Attention to detail and advanced organizational skills
- High degree of motivation, initiative, flexibility, reliability, and responsiveness to changing demands; capacity for effective multi-tasking, with demonstrated ability of being an independent starter with minimal supervision, and a high capacity to persevere for results.
- Deals sensitively in multi-cultural and matrix environments and has demonstrated ability to effectively mentor staff and design skills enhancement initiatives to ensure effective transfer of knowledge and skills.

- Written and spoken fluency in English and Spanish
- Experience with Wordpress a plus

Location and Hiring Manager

The Consultant will be based in Washington, D.C., beginning September 1, 2017. The hiring manager is Emma Phillips, Disaster Risk Management Specialist, GFDRR Innovation Lab.

How to Apply

Please send a CV and cover letter to Simone Balog sbalog@worldbank.org

Deadline

The deadline for applications is **Monday, July 10, 12:01am EST.**