

African Community of Practice on Managing for Development Results (AfCoP)

Terms of Reference for Animation & Support of AfCoP

<http://www.cop-mfdr-africa.org/>

Job Title: Assistant Consultant

Duration: April 2009 – June 30, 2009 (up to 60 days)

Division: Results Secretariat (OPCRX)

Rate: Commensurate with Experience

Contact: Daphne Leger (dleger@worldbank.org)

Context

The AfCoP was launched in February 2007. It is a bilingual (francophone/Anglophone) virtual community of over 400 members from 32 different African countries and 23 countries off the continent. Members are practitioners of MfDR working for African governments, civil society, and as independent experts in the field. The AfCoP's mission is to build African MfDR capacity through sharing experiences, networking and building strong learning relationships with MfDR practitioners in Africa and around the world. The AfCoP is led by a volunteer Core Management Team (CMT) of twenty-four AfCoP members that are organized around four thematic teams. The CMT and the entire AfCoP is primarily supported by a small Secretariat at the World Bank and the African Development Bank.

Responsibilities

For 2009, the consultant will work up to 60 days, starting immediately and ending on 30 June 2009 with potential for renewal in the new fiscal year (July 2009). Working with the World Bank based AfCoP Secretariat, the CMT, donor partners, other regional and national CoPs, and members of the AfCoP, the consultant will be responsible for the following:

In general support of the AfCoP,

- Focus on animating and facilitating dialogue on the Francophone side of the community
- Support strategies to engage and expand current membership and ensure consistent communication and outreach to members
- Complete minor translations to facilitate constant dialogue between Francophone and Anglophone members (CMT and at-large)
- Conceptualize, design and collect materials for the bi-monthly AfCoP newsletter
- Identify and approach external sources for newsletter content
- Manage AfCoP newsletter dissemination
- Explore international event/conference options for AfCoP representation
- Liaise with national CoPs
- Assist in the organization of the AfCoP's Third Annual Meeting tentatively set for November 2009

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In support of the online community and platform,

- Develop and ensure constant updates of website content
- Research and propose relevant information and resources, internal and external, to be posted on the AfCoP website e-library and other pages
- Support development of online Resource Persons Database
- Work closely with MfDR experts in the delivery of thematic online discussions
- Liaise with Asian CoP, facilitating information sharing and cross-postings (specifically preparing short pieces for the Asian CoP monthly newsletter),
- Provide ad hoc orientation of website to members,

In support of the Core Management Team (CMT),

- Organize regular CMT meetings in consultation with the co-chairs and CMT members, including preparation of the agenda, meeting logistics, and drafting minutes
- Support CMT teams and facilitate communication pertaining to implementation of 2009 workplan for each of the four thematic priorities
- Support monitoring of 2009 workplan implementation and results achieved

Outputs

The consultant will be responsible for the following deliverables:

- Update online platform consistently
- Facilitate francophone dialogue between members and within the CMT
- Prepare bi-monthly newsletters (April and June 2009)
- Organize regular CMT conference calls (April 2009 to June 2009)
- Assist in organizing the third annual AfCoP meeting

Reporting Responsibilities

The consultant will report to the Secretariat Coordinator, the Lead Consultant, and the Assistant Coordinator.

Facilities Provided

The consultant will be able to draw on the World Bank's IT resources for maintaining the website and hosting telephone conference calls. The consultant will be expected to work in the office at least 3 days a week.

Profile/Experience

- Fluent in French and English. Other languages – a plus.

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- Internet-savvy; experience in web publishing, electronic discussions, and web-based community building a plus.
- Familiarity with Managing for Development Results.
- Familiarity with Africa and experience working with African partners/organizations
- Experienced and comfortable working with remote team members
- Understanding of the global development community, such as MDBs, bilaterals, public sector, private sector and civil society.
- Experience in establishing/building partnerships with a wide range of stakeholders a plus.
- Demonstrated ability to build networks and/or coalitions or groups around specific issues or activities.
- Strong communications skills – both technical and personal.
- Flexibility and creativity in mobilizing and engaging partners abroad.
- Masters degree in economic development, organizational management, social sciences preferable.