

**Terms of Reference Knowledge Management and Communications Consultant  
for the Global Risk Financing Facility (GRiF)  
World Bank Consultant**

**Initial 30 days: August 1, 2022 – June 30, 2023**

**Background**

[GRiF](#) is a Multi-Donor Trust Fund (MDTF) with over \$200 million in contributions that co-finances development investments to strengthen the financial resilience of vulnerable countries by enabling earlier and more reliable response and recovery to climate shocks, disasters, and other crises. It does this by providing financing to establish or scale up pre-arranged risk financing instruments, including market-based instruments like insurance. GRiF grants are embedded in World Bank financed projects, reaching ultimate beneficiaries on the ground through country-owned delivery systems.

Through grants to pilot and scale up pre-arranged financing solutions GRiF will complement and leverage other existing donor-supported risk financing programs that focus on upstream technical assistance that create the enabling environment for these instruments.

GRiF aims primarily to enable faster, more cost-effective response and recovery. But it also aims to drive greater disaster preparedness and resilience by both directly investing in and providing incentives for strong national delivery mechanisms such as national disaster funds or safety net mechanisms, linked to the pre-arranged funding.

**Duties & Tasks**

The GRiF Secretariat is looking for a Communications consultant who can work closely with the Crisis and Climate Risk Financing (CDRF) Knowledge and Learning team and GRiF Secretariat, to deliver GRiF's knowledge management, learning and communications strategy.

**Duties will include:**

1. Lead the drafting and development of communications products that showcase, projects results and learnings from the GRiF portfolio of activities using data collected through monitoring, reporting, and evaluations.
2. Lead the coordination of a project speaker series that would require: a) liaising with project speakers; b) designing invites and products associated with the speaker series; b) drafting materials associated with the project series and liaising with designers to design the materials; and c) working closely with the CDRF learning team to provide input to learning briefs that get developed for the project series.
3. Support coordination of other workshops (internal and external) by undertaking project management and communications activities associated with the events.
4. Undertake any other communications, knowledge management and learning work on GRiF and more broadly on disaster risk financing.
5. Lead the production of the FY22 Annual Report including collection and analysis of data, quality assurance of information received, liaising with GRiF Secretariat and regional teams, integrating feedback across different drafts, managing the process, and guiding the design of the AR.

**Specific deliverables will include:**

1. Drafting and design of communications products (e.g. GRiF newsletter, blogs, etc.)
2. Delivery of the project speaker series (and other events as agreed with the Secretariat)

3. Development and Delivery of the GRIF Annual Report:
  - a. Finalized report outline including proposals for key themes
  - b. Updated data collection tool based on outline
  - c. Advanced draft of GRiF FY22 AR Report prepared by October 30, 2022
  - d. Final FY22 AR prepared by January 31, 2022
4. Project management for communications and learning activities as needed.

### **Core competencies**

- Master's degree in Communications, Program Management, Public Policy, Economics or related fields. *Specialized training in Communications and learning will be a plus.*
- 8+ years of work experience on the design and development of communications and Learning activities (work in developing countries or thematic expertise with climate shocks, disasters, and crises will be a plus).
- Experience drafting and developing different comms products (large reports, small blogs, etc.)
- Experience drafting an Annual Report and building and communications strategy around the delivery of the report.
- Ability to understand data analysis (quantitative and qualitative) and communicate findings
- Prior experience designing data collection and reporting tools.
- Project management skills to be able to work with other stakeholders on inputs needed and ensuring milestones are met.
- Experience summarizing findings or lessons learned in an accessible written format for internal or external audiences (e.g., knowledge translation, donor reporting, or stakeholder trainings).
- Excellent interpersonal skills and ability to work with many disparate stakeholders with competing interests.
- Strong analytical, critical thinking and communication skills to include technical writing and editing.
- Self-motivated, detail oriented, and ability to work well under pressure and in a collaborative team environment.
- Ability to multi-task, respond to quick turn-around requests, and prioritize tasks.
- Proficiency in Microsoft Office Programs (Excel, Word, PowerPoint, SharePoint).
- Knowledge of disaster risk management and disaster risk finance a plus
- Native English speaker. French native level a plus.

### **Reporting**

The consultant will report to Kaavya Ashok Krishna, Senior Financial Sector Specialist, and Simon Hagemann, Financial Sector Specialist. Contract for FY23 - 30 days initially with a possibility to renew for up to 150 days for the FY. **Please send your resume and writing / work samples to Peijing Li (pli2@worldbank.org) on/before July 8, 2022.**