



PROJECT MANAGEMENT ACTIVITIES

TERMS OF REFERENCE

Acting Deputy Head

I. Introduction

Convergence operations are run out of a small unit located in the World Bank Rome Office. Following a successful launch, the volume of activities has increased to a point that a substantial strengthening of its management structure has become necessary.

While the recruitment of additional staff is underway, it has become imperative to allow the present manager of the unit to devote his undivided attention to building the infrastructure to conduct regulatory impact assessment activities in several countries.

To this effect, Convergence wishes to hire a short-term Consultant to act as Acting Deputy Head.

II. Accountabilities

The Consultant is expected to:

1. To manage several ongoing projects such as host supervision issues, Croatia securitization, Albanian remittances and other as determined by the Head of Convergence.
2. To be responsible for the administrative and logistical activities supporting Convergence operations, overseeing the work of an office intern and liaising as appropriate with the World Bank European Offices and Headquarters.
3. To support the activities conducted by the existing manager of the unit.
4. To help with the build-up of stronger management and administrative systems ahead of the recruitment of two additional staff.
5. To help the additional staff, when recruited, to ease in their new tasks.
6. To keep a healthy and relaxed work atmosphere with the other members of the World Bank Rome Office.

The Consultant will report to the Head of Convergence.

III. Activity Budget

The Consultant will work for up to 36 full-time equivalent days between early June (exact date to be determined) and September 30. No work is anticipated in August. It is expected that the Consultant will spend about half his time at the World Bank Rome Office, while working from home the remainder of the time. The activity budget will include travel and accommodation for the Consultant's work in Rome.

IV. Fee payment

The Consultant will be allowed to bill for his professional services on a monthly basis in arrears.