

Terms of Reference

WE-FI SECRETARIAT, WORLD BANK (HGNDR) Analyst - Short Term CONSULTANT (50 days with possibility for extension - STC LEVEL 1)

Background

We-Fi, established in 2017, is a World Bank-hosted initiative supporting women entrepreneurs in developing countries. It operates through six multilateral development banks and is funded by 14 donor governments who have committed over \$363 million to date. Through five financing rounds, We-Fi has allocated \$240 million to projects, leveraging \$5.3 billion in additional financing for women-owned/led SMEs across 83 countries.

We-Fi focuses on delivering sustainable, systematic, and scalable solutions through:

1. **Increasing Access to Finance:** We-Fi empowers financial intermediaries with capital, risk mitigation tools, and capacity building to expand women entrepreneurs' access to debt, equity, venture capital, and insurance.
2. **Building Skills and Professional Networks:** We-Fi strengthens women entrepreneurs' capabilities through targeted training programs while connecting them to mentors and networks essential for business growth.
3. **Expanding Market Access:** We-Fi facilitates new market opportunities for women-owned SMEs and partners with corporations to integrate these businesses into domestic and global supply chains.
4. **Enhancing the Business Enabling Environment:** We-Fi collaborates with public and private sector stakeholders to eliminate gender biases and reform legal and regulatory barriers that impede women entrepreneurs.

The We-Fi Secretariat, housed at the World Bank, oversees daily operations, develops organizational policies, manages knowledge sharing, coordinates progress reporting, leads external communications, and maintains stakeholder partnerships. The We-Fi Secretariat reports into the Office of the World Bank Gender Director (HGNDR).

The We-Fi Secretariat seeks a Reporting Analyst (Short Term Consultant/STC) to manage implementing partner reports, validate and analyze data, and maintain the We-Fi Dashboard, as well as to support We-Fi's knowledge and learning agenda. The position will start with an initial 50-day contract, with potential extension up to 150 days per fiscal year. The STC is expected to commence work in February 2025 with flexibility on the specific start date. The daily rate will be determined in accordance with the World Bank remuneration guidelines.

Duties and Accountabilities:

The STC is expected to support the We-Fi team around the following tasks:

Reporting and Program Oversight

- Review and analyze the results submitted by We-Fi Implementing Partners (IPs) as part of the bi-annual reporting cycle. Contribute to ensure reports' completeness and quality assurance.
- Aggregate funding and results data for the We-Fi Results Dashboard and ensure the correct functioning of dashboard functions and filtering.
- Support in preparing We-Fi reports to the Governing Committee, including portfolio overviews, the We-Fi annual report, and other ad-hoc reports and presentations as required.
- Contribute to drafting impact sections for the We-Fi progress reports and presentations, the We-Fi annual report and website. Develop creative ways to visualize and report impact data.

Knowledge and Learning

- Support with the drafting of knowledge briefs and summaries of We-Fi portfolio topics, including summarizing findings from learning events.
- Support with the expansion of We-Fi's evidence base on what works to support women entrepreneurs, including updates to the We-Fi Knowledge Portal.

Overall Secretariat Support:

- Support the Secretariat in day-to-day operations and ad hoc activities.
- Carry out data analyses and research assignments.
- Help develop presentations and other materials.
- Support in the development and implementation of events, in person or virtual.
- Provide support across other Secretariat functions if needs emerge.

Selection Criteria

- Master's degree in a relevant field (e.g. Economics, Business, Finance, International Development, Public Policy) or equivalent professional qualification relevant to entrepreneurship and access to finance programs.
- 1-2 years of direct relevant experience in program management and/or data analysis.
- Proficient Microsoft Excel skills are required. Familiarity with data visualization software (Tableau) is considered a strong advantage.
- Experience in data collection and analysis, data quality assessments, and/or performance monitoring and reporting.
- Excellent attention to detail and ability and strong analytical and project management skills.
- Ability to apply a practical approach to problem solving, produce high quality work outputs, effectively prioritize, and adapt to competing and unexpected demands.
- Must be a self-starter, with a demonstrated high level of initiative.
- Excellent writing skills in English, with an ability to convey complex ideas in a clear and concise manner.
- Familiarity with operating models of MDB's and programs that support women's empowerment or enterprise development are an advantage.

To submit an application:

Please submit your CV alongside a cover letter to we-fi@worldbankgroup.org by **11:59 pm (EST) Jan 10th, 2025**. Please write '**Application for Reporting Analyst STC**' in the subject line.

