



Office of the Compliance Advisor Ombudsman (CAO)

Terms of Reference –Editor - Compliance Focus

Short Term Consultant

SUMMARY

The Office of the Compliance Advisor Ombudsman (CAO) is looking to engage a consultant editor to provide developmental editing, copy editing, and proof reading of reports, as well as contributing to the development of templates, style guides, and publication guidelines for CAO publications. This represents an ongoing opportunity for a suitably qualified candidate with an expectation of 5 to 15 days work per month over an extended period.

BACKGROUND

The International Finance Corporation (IFC)—a member of the World Bank Group—is the largest global development institution focused on the private sector in emerging markets. It works in more than 100 countries, using capital, expertise, and influence to create markets and opportunities in developing countries. In fiscal year 2021, IFC invested \$31.5 billion in private companies and financial institutions in developing countries (see www.ifc.org). The Multilateral Investment Guarantee Agency (MIGA)—also a member of the World Bank Group—promotes cross-border investment in developing countries by providing guarantees (political risk insurance and credit enhancement) to investors and lenders (see www.miga.org).

CAO is the independent accountability mechanism for IFC and MIGA and is mandated to address complaints from people affected by the environmental and social impact of IFC/MIGA projects. CAO reports directly to the IFC and MIGA Boards and is independent of IFC/MIGA management (see www.cao-ombudsman.org).

CAO has three functions:

1. **Dispute Resolution:** Through its dispute resolution function, CAO helps resolve issues raised about environmental and social project impacts through a neutral, collaborative, problem-solving approach and contributes to improved outcomes on the ground.
2. **Compliance:** Through its compliance function, CAO carries out reviews of IFC/MIGA compliance with their environmental and social policies, assesses related harm, and recommends remedial actions to address non-compliance and harm, where appropriate;
3. **Advisory:** Through its advisory function, CAO provides advice to IFC/MIGA and the Boards to improve IFC's/MIGA's systemic performance on environmental and social sustainability and reduce the risk of harm to people and the environment.

ROLES AND RESPONSIBILITIES

CAO requires the services of an editor to assist the CAO staff with the writing and publication a range of CAO reports. Tasks may include a review of report templates, working with CAO compliance and advisory



staff to enhance the structure and clarity of writing, as well as developmental editing, copy editing and proofreading as follows:

Template design:

- Assist CAO to review and update the standard templates for reports,.

Report Editing:

- Review and edit draft reports once substantive technical draft has been finalized by the report authors with a focus on clarity and coherence.
- Attend internal review meetings on reports and assist the teams to integrate comments.
- Work with report authors to prepare report executive summaries.
- Copy-edit and proofread final draft reports prior to publication.
- Produce copy for CAO communiqués, public statements or press releases regarding a report as required.

Feedback and advice:

- Provide feedback and advice on a quarterly basis and as needed to the CAO on the writing process based on experience from the reports edited.

General editing:

- As needed, the consultant will be asked to provide advice and inputs on reports and editing, copy editing, and proofreading services across the CAO office; and
- Contribute as requested to:
 - Style guides
 - Publication guidelines
 - Development of publications

TERMS

- Editor may need to meet tight deadlines. CAO may need rapid turnaround of drafts on agreed schedules.
- The editor will be available for meetings by phone or in-person with CAO if required during the course of the work.
- The editor should refer to relevant World Bank Group style guides for common terminologies and usages, and the CAO style guidance for terminologies specific to CAO processes.
- The editor will report to Emily Horgan, Head of Communications, and work under the direction of Daniel Adler, Head of CAO Compliance and Julia Gallu, Head of Advisory
- Eighty (80) percent of the editor’s time is expected to be allocated to the CAO’s compliance function and 20 percent to CAO’s advisory function. Timelines and deliverables will be agreed between the editor and Daniel Adler and Julia Gallu under the coordination of Emily Horgan as needed.



SELECTION CRITERIA

Required:

- Qualification in Communications, Journalism, social studies, environment, International Relations, Public Affairs, Marketing, Business/Finance or Law, with 15 or more years' experience in communicating complex issues related to environmental and social sustainability.
- Excellent English writing and editing skills, superb attention to detail and proven track record of preparing technical reports for diverse audiences, including an ability synthesize complex technical materials in a clear, concise, and accessible style.
- Extensive experience editing of compliance or investigation, and/or research reports related to environmental and social issues.
- Experience with organizations working in the field of environment, development or finance on issues related to sustainability and environmental and social performance.
- Strong diplomatic, interpersonal and teamwork skills, and sensitivity to work in a multicultural environment.
- Ability to be self-motivated in reaching short deadlines, flexible, and ability to multitask.

Preferred:

- Understanding of multilateral development banks, in particular the World Bank Group.
- Understanding of current topics in environmental and social impact and performance, including IFC's environmental and social standards.
- Ability to work in languages other than English.

To apply, send a CV/resume, a cover letter and writing samples to: cao@worldbankgroup.org.