

Terms of Reference Research Assistant

for

Tax policy report, Cost of doing business report, and Land policy and rural development report

The Poverty Reduction and Economic Management Unit of the World Bank Philippine Office is looking for up to three research assistants for the above-mentioned projects.

Duties and responsibilities

1. Efficiently gather data and references through any and all channels.
2. Prepare high quality output tables and figures.
3. Conduct simple analysis of the data.
4. Draft sections of the report.
5. Prepare the reference section and verify completely the accuracy of all references.
6. Participate in meeting with team, clients, and other stakeholders as needed.
7. Perform other related tasks as needed.

Duration

The assignment will be from **June 1 to September 30, 2014**. The assignment will begin with a trial period of 22 person-days (one month). After exemplary performance, contract will be extended by 66 person-days (three months). Actual hours of work may be more than the stated man-hours given learning curve. Research assistant is expected to work full time during the period. No extension will be given after the end of the project even for outstanding performance unless a new project demands similar skills.

Outputs

The work is output-based and can be done from either office or home as instructed by the team leader. Internet connection is necessary. Attendance in regular meetings to present outputs and discuss issues is part of the outputs. Research assistant must provide own computer.

Reporting relationship

The research assistant will report to Karl Kendrick Chua, Senior Country Economist and Task Team Leader, or his representative as delegated from time to time.

Qualifications (only apply if you **fully** qualify)

1. Undergraduate or graduate degree in economics or a quantitative course such as management engineering, mathematics, or statistics. For undergraduate, applicant must be in the top 5 percent of his batch.
2. Proficiency in Excel and Stata are required.
3. Evidence of high quality research, writing, and analytical skills.
4. Evidence of the following behavioral skills: meticulous, very open to learning, results oriented, drive for excellence, proactive, problem solver, and highly effective team player.

Rate

1. For undergraduate, entry rate of level GC (junior research assistant).
2. For graduate, entry rate of level GD (research assistant).
3. For those with experience, rate will be adjusted accordingly.
4. Cost of research, such as photocopying, printing and transportation will be reimbursed if pre-approved.

How to apply

1. Email the team leader at kchua@worldbank.org the following on or before **12 noon of May 16, 2014**.
 - a. Expression of interest
 - b. CV with the name and contact of at least three references
 - c. Transcript of record
 - d. Writing sample you wrote yourself.