

## TERMS OF REFERENCE

**CONTRACTOR TITLE:** BUSINESS CONTINUITY PLANNER  
**DEPARTMENT:** ITE/IAC  
**IDB CONTACT:** BRUNO CANEPA  
**APPLY VIA EMAIL:** [BrunoC@IADB.Org](mailto:BrunoC@IADB.Org)  
**LOCATION:** Washington, DC.

### OBJECTIVES/DUTIES:

Activities will include supporting and playing a role in the outgoing update and implementation of the Business Continuity Plan of a major international organization, under the supervision the BC Coordinator. Major activities and associated tasks are:

- Assist the BCP Coordinator with general and specific activities to manage the BCP
- Serve as a point of contact for BC-related matters and provide liaison with departmental BCP coordinators
- Assist departmental BCP coordinators with maintenance of BCP information in LDRPS (Living Disaster Recovery Planning System) Strohl System.
- Assist in the organization to coordinate departmental (Business Continuity and Disaster Recovery Tests (BC/DR Exercises
- Maintain/Updates the Bank's BIA (Business Impact Analysis) through interview, analysis planning and writing
- Support the development of the remote offices Business Continuity Plans (COF BCP) and its inclusion into LDRPS, documentation management software
- Support the development, formalization and documentation of BC policies and procedures within the organization.

Provide liaison with Strohl Systems vendor – provider of Bank's LDRPS software:

- Coordinate activities with vendor to implement LDRPS upgrades and patches
- Coordinate LDRPS 10 and associated training requirements for BC coordinators
- Assist in coaching the use of LDRPS

Act as alternate liaison with Vendors

Maintain current knowledge of BC/DR best practices

### REQUIREMENTS/QUALIFICATIONS

- Business analysis skills and experience in writing procedures, orders, and other technical documentation
- Self starter with excellent business administrative and general management skills
- Degree in Business, management or other related area with experience in the field
- Flexible work conditions can be created (for return to work persons or retirees

Desirable CBCP certification - knowledge of BC/DR planning and implementation practices