Terms of Reference for Knowledge Management Consultant

**Contract Type:** Fixed term six-month contract, Full-time

**Location:** Johannesburg, South Africa

**Remuneration:** Competitive

**Reports to:** Programme Manager, Twende Mbele

**Application Deadline:** 16th July 2018

**About Twende Mbele**

Twende Mbele is a multi-country peer-learning programme aiming to strengthen the use of Monitoring & Evaluation to improve performance and accountability of African governments. The core country partners are South Africa, Benin and Uganda, joined by capacity development partners CLEAR Anglophone Africa and IDEV at the African Development Bank.

Recently Kenya, Niger and Ghana have come on board as collaborating country partners. The broader network includes over 12 African country governments, legislatures, civil society organisations, academic institutions and think tanks.

Twende Mbele works to promote greater government accountability and performance by focusing on the following five areas:

1. Increased demand to use M&E tools within partner countries and by other governments for improved governance
2. Increased sharing in Africa around use of M&E for improved governance
3. Increased learning in Africa around use of M&E for improved governance
4. Specific M&E practices, policies, tools and procedures developed collaboratively
5. Effective and collaborative programme management, governance and operations

The Twende secretariat is housed at the Centre for Learning on Evaluation and Results Anglophone Africa, University of Witwatersrand, Johannesburg, South Africa. After two years of implementation, the majority of the conceptual development has been completed and a number of network and country-oriented projects have been executed; others are still ongoing and new projects are being developed.

**About the Assignment**

We are recruiting a Knowledge Management (KM) Consultant under the overall responsibility and direct supervision of the Twende Mbele Programme Manager. The main purpose of this assignment is to support the Twende Mbele Programme Secretariat in establishing a foundation for knowledge management on M&E topics and experience sharing within the initiative and beyond. The objective is for stakeholders of M&E systems in Africa who seek to learn from the experience of others to be aware of the learnings from Twende Mbele’s work on M&E and able to access examples of good practice.
The KM consultant will prepare, publish and disseminate a package of knowledge products on M&E topics containing learnings and good practices from across Twende Mbele, which respond to knowledge needs expressed by stakeholders both within and outside the Twende Mbele initiative.

This six-month assignment will begin in 1st August 2018, and will be based in Johannesburg. It is a full-time position, as a combination of office and home-based work. These terms of reference define the purpose, scope and expected deliverables related to the assignment.

**Duties and Accountabilities:**

The KM Consultant will report to the Twende Mbele Programme Manager. He/she will help Twende Mbele to package and share knowledge and experience on various M&E topics that is available within the three core countries and two technical partners and that is sought by actors both within and outside the broader Twende Mbele network. This will include:

- Designing and conducting a needs assessment among identified knowledge seekers to establish a list of M&E topics on which Twende Mbele participants could usefully share their knowledge and experience.\(^1\)
- Identifying the corresponding knowledge holders among Twende Mbele participants; i.e. people within the three core countries and two technical partners who have knowledge and experience on the identified topics.
- Drafting a medium term (8 months) knowledge management and sharing strategy and action plan for Twende Mbele. The strategy will define the different groups to be reached, the key topics to be addressed, the channels to use, and the products to be developed.
- Producing, publishing and disseminating a first set of approx. 8 knowledge products (in English and French) that captures the knowledge of knowledge holders and responds to the needs of knowledge seekers. Products can include briefs, factsheets, how-to guides, lessons learned publications, testimonials, podcasts, videos, etc. Preparation will require background research, reviewing and synthesizing documents, and conducting and capturing interviews, among others.
- Organizing or supporting knowledge sharing and learning events (face to face and virtual) for various audiences.

**Selection Criteria**

- Bachelor’s degree in Knowledge Management, Communications, Public Relations or related disciplines (e.g. International Relations, Public Affairs, Marketing, Economics, Development Studies). Master’s degree would be an advantage.
- 4-5 years relevant work experience.
- Fluency in English and a strong working knowledge of French.

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\(^1\) For illustrative purposes, topics could include: the process of developing a National Evaluation Policy; the content of a NEP; overcoming hesitation about using evaluation for performance management; the roles of key players in the National Evaluation System; design and use of performance management frameworks; how to increase the supply of evaluations; stimulating demand for evaluations; etc.
• A solid understanding of knowledge management principles, practices, tools and products.

• Experience in designing, planning and implementing knowledge-related initiatives, coordinating/collaborating with other teams and executing/facilitating programs and events involving knowledge management or learning.

• Previous work experience with governments and/or international development agencies would be an asset.

• Prior experience with M&E in the area of development is an advantage.

• Proven writing, editing and language skills, and an ability to convey complex ideas in a concise, clear, direct, and lively style.

• Strong organizational and interpersonal skills, ability to meet deadlines and to manage multiple tasks effectively and efficiently, ability to take initiative and be innovative.

• Working knowledge of relevant computer software such as MS Office, WordPress, Adobe InDesign/Illustrator/Photoshop, electronic mail procedures.

All interested applicants should send their CV, motivation letter addressing the selection criteria and a sample of writing to cara.waller@wits.ac.za by 16th July 2018.

Only short listed candidates will be contacted.