

Terms of Reference of Knowledge Management and Communication (KM&C) Expert

Post: KM&C Expert

Duration: Till Sept, 2018

Duty station: PMU, Surkhet and frequent visit to project areas.

Mode of contract:

There will be an initial contract for one year with a probation period of six months. The annual contract will be extendable up to the project period (till Sept, 2018) based on satisfactory performance in the preceding contract.

Roles and Purpose of the Assignment:

The KM&C Expert will be mainly responsible to drive the Knowledge management and communication activities of the project. S/he will be responsible for producing various knowledge products and ensures appropriate ways and means to disseminate these products. S/he will be responsible for collect, capture, and communicate best practices, lesson learned, and success stories related to high value agricultural commodities. S/he will also be responsible for regular update of HVAP website, IFAD Asia blog in terms of sharing news and success cases. The KM&C Expert will work in close collaboration and guidance of the M&E Expert and coordination with all the VC and Thematic Team.

The KM&C Expert will have the following duties and responsibilities:

Knowledge Management

- Improve the existing knowledge management system of the project as appropriate and orient project team and relevant stakeholders on it;
- Identify, properly capture and process appropriate project's knowledge;
- Prepare appropriate knowledge products e.g. factsheet, technical brief, leaflet, article, blog, utilize both print and non-print media (including web page);
- Identify appropriate ways and means to disseminate the knowledge products;
- Actively participates and contributes in knowledge platforms of IFAD or others;
- Facilitates knowledge exchange amongst in-house projects and programmes and actively networks with relevant stakeholders;
- Bring innovations as mandated by the project;

Communication

- Effectively implement the communication strategy and approaches ;
- Develop communication materials e.g. news, press release, articles, stories etc for publication in media;
- Generate publications, visibility materials (flex, and others) web-presence and public relations materials;
- Network with print, audio and audio-visual media e.g. newspapers, FM radio station and television station;
- Use social networking media to communicate about the project.
- Update HVAP Website and IFAD Asia Blog

Academic Qualifications and Work Experiences

- (i) Master degree in relevant field with at least 5 years' experience (3 years for women candidate).
- (ii) Experience in working within the Government or within an international organization doing work similar to that described above.
- (iii) Experience in establishing knowledge management system and sound understanding on the concept and approaches of knowledge management of the project.
- (iv) Experience or proven skills to develop communication materials as news, press release, articles, stories;
- (v) Excellent analytical and writing skills;
- (vi) Experience in working with government agencies, donors and networks of development agencies;
- (vii) Result oriented personality/maintaining deadlines;
- (viii) Excellent interpersonal skill and a team player;
- (ix) Sensitivity towards issues related to gender, social equality and poverty alleviation.
- (x) Understanding of conflict sensitive programme management;
- (xi) Fluency in Nepali and English, both written and oral.

Preferences will be given to:

- i) Women candidates
- ii) Candidates having experience in sharing knowledge and innovation of agriculture value chain, marketing and business development sector
- iii) Candidates from disadvantaged groups (*Dalit, Janjati/Indigenous, Madheshi, Muslim*)
- iv) Candidates from *Backward communities and/or HVAP Districts*

Benefits and Remuneration

Salary¹:

The salary of the KM&C Expert, per person per month, will range from NRs. 70,000.00 to NRs. 90,000.00. The salary will be subject to be negotiable within this range and to be finally decided by the Project Manager, HVAP. Tax on the salary will be as per the government Income Tax Rule.

Allowances²:

The KM&C Expert will get travel and daily allowances during field visits as per the GoN rule, as applied for gazetted III class officer.

¹As per already approved salary scale for mid-level experts in HVAP

²As per already approved allowances for mid-level experts in HVAP

Leave³:

The KM&C Expert will be provided 21 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. He/she will also be provided 12 days of sick leave per year, which if not taken, can be carried on for the following year. The unspent sick leave at the time of termination of the contract or closing of the project will be compensated as per the existing salary scale. In addition, s/he will also be provided with Mourning Leave – 15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays.

Insurance⁴:

The KM&C Expert has to insure his/her life including accidental insurance. The project will re-imburse 50 % of the monthly premium for the period the staff will be working in the project, not exceeding Rs. 300 per month, upon submission of copy of insurance policy and receipts.

Supervision of the Expert and Administrative Control:

The KM&C Expert will be administratively accountable to the Project Manager. S/he is technically accountable to Senior Agriculture Officer and M&E Expert, working jointly with PM&E team, Value Chain Team, Thematic Team and other project members. S/he will be controlled administratively (such as approval of leave and travel, evaluation of performance etc.) by the Project Manager or designated personnel of the PMU.

³As per already approved leave facilities for all experts in HVAP

⁴As per already approved provision for all experts/field staff in HVAP