World Bank/IDA supported Development Response to Displacement Impacts Project (DRDIP) in the Horn of Africa

Terms of Reference

Position: Knowledge Management and Learning Expert

Division: Social Development

Duty Station: Djibouti with frequent travel in the IGAD region

Background

A Regional Secretariat on Forced Displacement and Mixed Migration for the Horn of Africa has been established in Djibouti through a Regional IDA grant for the Development Response to Displacement Impacts Project (DRDIP) to IGAD.

IGAD is, therefore, seeking to recruit a Knowledge Management and Learning Expert that will support the DRDIP Project Countries and the Regional Secretariat with knowledge generation and learning functions. This Terms of Reference outlines the objectives, expected outputs and the list of tasks as well as the reporting and qualification requirements for this assignment.

1. Job Summary

The Expert will support the DRDIP Regional Secretariat in the successful delivery of the DRDIP mandate by managing knowledge emanating from the implementation of the project in IGAD member DRDIP countries and creating/generating knowledge as appropriate to support project implementation. The Expert will also lead the design and management of monitoring and learning activities at the project level and make contributions to the preparation of documents, proposals and reports on behalf of the Regional Secretariat. The expert will engage directly with the DRDIP Project Countries and linking their Monitoring, Evaluation and Learning functions with the regional learning and knowledge management.

The expert will be responsible for the development, oversight and maintenance of systems and tools that support effective knowledge management, including platforms suitable for internal and external audiences, both for knowledge sharing and knowledge facilitation and exchange, for the drawing of lessons learnt.
2. Core Duties and Responsibilities:

2.1 Knowledge creation
   a) Design, roll out and maintain a data management system for monitoring, reporting and learning for the regional component of DRDIP
   
   b) Undertake an analysis of the MTR and regular reports and design appropriate training and capacity development measures to strengthen M&E, reporting and learning for DRDIP Project Country teams;
   
   c) Support the development of communication materials including messaging content on best practices, lessons learnt, progress updates and any other information relevant to the Project stakeholders;
   
   d) Design and manage an information and knowledge management system to systematically create, share and apply knowledge to better achieve DRDIP objectives;
   
   e) Prepare and conduct regular evaluation of the DRDIP activities at the regional levels;

2.2 Knowledge sharing and learning
   a) Ensure consolidated regional reporting on DRDIP by compiling the indicators of various the results framework of DRDIP project countries as well as providing capacity support to DRDIP Project Countries;
   
   b) Identify and regularly update existing database of indicators for regional reporting on DRDIP implementation;
   
   c) Support preparation for and organization of learning events and workshops and carry out dissemination of publications as appropriate;
   
   d) Support in conducting trainings and seminars for staff on identified areas of the Knowledge Management Cycle including their role and expected deliverables;

2.3 Coordination
   a) Coordinate with other specialists in the RS in determining the focus of the events, reports, and preparation of dissemination material;
   
   b) Work in collaboration with the M&E specialists in the DRDIP country PIUs in determining support needed and rendered;
   
   c) Coordinate the design and implementation of regional thematic studies;
d) Coordinate the production and dissemination of evidence-based knowledge generated by DRDIP through writing, editing and reviewing technical notes, information briefs, case studies, policy briefs, infographics, reports, maps etc.

e) Coordinate activities related to knowledge sharing and adoption such as learning activities, field visits, technical presentations and forums for national and regional stakeholders;

3. Qualifications:

A post-graduate qualification (MSc level or higher) in Social sciences, management sciences, or International development in a relevant discipline with a minimum of 5 years post graduate experience in knowledge creation, sharing and coordinating of learning activities as well as communications functions;

- At least 3 years of experience in management of monitoring and evaluation systems in a multilateral or development organization;

- Experience in designing and implementing evaluations, monitoring tools, learning tools, research methods and approaches (including quantitative, qualitative and participatory) for project and programmatic level;

- Data and information management and analysis and good report writing skills;

- Experience on issues related to the context of mixed migration and forced displacement in an added advantage;

- Excellent written and oral communication skills including the ability to communicate and generate reports

- Strong English writing skills for report and proposal development/French skills will be an added advantage;

- Knowledge of the IGAD regional dynamics and countries;

**Tenure:** The initial appointment will be for twelve calendar months renewable subject to satisfactory performance and availability of funds.

Female applicants are highly encouraged to apply.