

**Convergence on Value Chain Enhancement for Rural Growth and Empowerment
(Project ConVERGE)**

Terms of Reference (TOR)

Position : **Regional Knowledge Management Specialist (RKMS)**

Type of Engagement : **Contract of Service**

Place of Assignment : **Regional Project Management Office (RPMO),**
Zamboanga City, Region 9
Cagayan de Oro City, Region 10
Butuan City, Region 13

Scope of Work :

The Regional Knowledge Management Officer (RKMO) will facilitate entire knowledge management (KM) activities in the assigned region, from crafting the KM Plan to the implementation of the same to ensure fluidity in capturing, documenting, sharing and learning the knowledge and good/best practices within and among the project implementers, stakeholders and beneficiaries. . The RKMO will be under the direct supervision of the Regional Project Coordinator and will closely work with the Regional M&E/KM Coordinator and coordinate with the Central M&E/KM Specialist and KM Technical Coordinator.

Specific:

- (i) Craft and implement a Regional KM Plan based on the approved Project KM Plan;
- (ii) Conduct and assist field activities with opportunities for knowledge harvesting in coordination with other Project specialists and staff;
- (iii) Generate fact and evidence-based knowledge and or good/best practices in coordination with other Project specialists and staff;
- (iv) Produce knowledge products necessary to support the decision-making or learning processes of project management, oversight bodies, development funding partners, beneficiaries and other relevant project stakeholders;
- (v) Conduct and facilitate knowledge sharing and learning activities for the region, and for project-wide activities when needed; ;

- (vi) Create repository of knowledge for easy and convenient access and retrieval;
- (vii) Prepare and submit required reports and related documents on time;
- (viii) Provide support to and participate in knowledge management and learning sharing activities initiated by DAR, the Project-CPMO and IFAD;
- (ix) Perform other related functions as may be assigned by the National Project Director, the Project Manager and officials of the DAR management, when necessary.

Core Competencies:

1. Knowledge management skills
2. Data interpretation and analysis
3. Documentation and report-writing
4. Communication skills both oral and written
5. Photography skills
6. Interpersonal and teamwork abilities including proven ability to cohesively work with senior officials and international consultants
7. Computer literacy

Qualifications:

1. Graduate of Development Communications, Communication Arts, Information Technology, or any related degree;
2. Excellent oral and written communication skills in both English and local language ;
3. Has at least 2-year experience in development work;
4. Able and willing to travel by land, sea and air and or by foot when necessary for official business;
5. Computer literate and can perform layout, photography and social media management; and,
6. Familiar with the socio and political conditions of Mindanao