

1.6 Terms of Reference of Knowledge Management and Communication Officer

Position:	Knowledge Management and Communication Officer (KMCO)
Level of Position:	L-2 (Officer)
Duration:	Program Period
No. of position:	1 (one)
Duty Station:	PCO Surkhet
Mode of Contract:	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the Program period based on satisfactory performance in the preceding contract assessed by the Program.

Roles and Purpose of Assignment:

Agriculture Sector Development Program has prepared a knowledge management and outreach strategy and plan and is currently being rolled out. In this line, the Knowledge Management and Communication Officer will be addressing the communications needs of the ASDP Program including knowledge management, dissemination and promotion of Program activities and results. The KMCO will also be responsible for assisting the Program Coordinator in the management of the M&E and KM Unit to facilitate the production of news brief, program updates, success stories, case studies and best practices and their dissemination. The KMCO will work closely with all the thematic Experts and Officers for collecting, capturing, and communicating best practices, lesson learned, and success stories related to Program activities.

Key Duties and Responsibilities:

Under the overall guidance of Program Coordinator and close supervision M&E and KM Experts and other thematic experts the KMCO will carry out the following tasks:

a. Knowledge Management

- Coordinate with thematic Experts and Program management in implementing knowledge management and outreach strategy to identify, analyse, document and disseminate lessons learned in the areas of value chain development, market-oriented infrastructure, institutional development, women empowerment and nutrition;
- Systematically document evidence-based knowledge and its learnings generated over the years showcasing the Program's contribution to impacts and ASDP outcomes;
- Consolidate a culture of lessons learned in the Program outcome and results in poverty reduction, improved agriculture technologies, effective production and marketing services, grants management through POs, agribusiness and local bodies;
- Capture historical learning across ASDP Program interventions and develop learning & knowledge management materials and promote its dissemination among targeted beneficiaries
- Develop knowledge sharing and learning infrastructure and foster partnerships for broader knowledge-networking;
- Ensure that lessons learned, and best practices are properly identified, captured and documented and that they are regularly shared to the relevant audience (Program partners, policy makers, development partners) through appropriate means (including the participation in relevant meetings and events).
- Ensure the use of knowledge in evidence-based advocacy and in the development and application of contextualised solutions.
- Organise and participate in knowledge events and promote learning;
- Support and build capacity of Program staff on knowledge management, documentation and dissemination.

b. Communication

- Develop and implement Project communication strategy and action plan in line with the knowledge management and outreach strategy of ASDP.
- Help establish and strengthen the media database within the umbrella of ASDP MIS;
- Facilitate internal communication and networking among Program stakeholders.

- Produce and update promotional and advocacy materials including progress reports, brochures, folders, radio Programs etc. on a regular basis for creating visibility of the Program;
- Prepare and publish quality newsletters, leaflets, blogs, success stories, practice brief, audio -visual materials and lesson learned on value chain development, MSPs, B2B, community and public infrastructure, business literacy, pluralistic extension services, institution building, HH methodologies and nutrition sensitive agriculture;
- Facilitate to conduct media visit and brief media persons and journalists about the Program updates and their wider dissemination.
- Maintain and update information on Program website and regional knowledge platform.
- Undertake any other duties as requested as directed by Program Coordinator.

Academic Qualifications and skills

- Bachelor's degree in agriculture, journalism or mass communication or social science with at least five years of experience in communication and knowledge products development
- Demonstrated experience with writing articles and text for professional publications, development of audio-visuals, web-based and other social media outreach.
- Experience on knowledge management, developing best practices and dissemination for wider policy influence,
- Good command in English and Nepali language, both written and spoken;
- Good interpersonal skills and the ability to work effectively with a range of institutions including government, I/NGOs and private sector;
- Motivated, and capable of working under pressure.

Preferences will be given to:

- Working experience with agriculture projects preferably nutrition and agriculture value chain development.
- Understanding of the planning and reporting system and procedures of IFAD

Benefits and Remuneration

Salary and Benefits:

- Per month remuneration of the Officer (only for 12 months per year) will be between NPR. 100,000.00 - NPR. 120,000.00. Tax on the salary will be applicable as per the prevailing GON rules and regulation.
- Travel and DSA will be as per the prevailing GoN rule as applied for the gazetted class III officer while traveling out of the work station for official purpose.

Leave:

- The contracted staff will be provided 12 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. They 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 Program will be compensated as per the existing salary scale. In addition, the contracted staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

Insurance:

- The contracted staff should have procured life insurance policy including accidental insurances. The Program will re-imburse 50 % of the monthly premium for the period the staff will be working in the Program, not exceeding Rs. 300 per month, upon submission of copy of insurance policy and receipts. Insurance will be a precondition to sign the contract with ASDP.

Age limit:

- The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

Probation period:

- The probation period of the contracted staff will be of 6 months. The above mentioned benefits, particularly the leave and re-imburement of the insurance premium, will be effective only for those who have successfully completed the probation period.

Reference Check:

- ASDP will also check the references from the previous employer of the potential candidates, if required.

Supervision of the contracted staff and Administrative Control:

- All the contracted staff will be accountable to the Program Coordinator, as per TOR and Financial Procedural Act, 2055, Public Procurement Act, 2063 and Regulation, 2064 and other related rules and directives. He/she will be supervised and administered by the Program Coordinator or designated personnel of the PCO/ASDP.

Performance Assessment and Renewal of Contracts:

- The performance assessment of the position will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be based on the activities performed during the contract period with the ASDP. The ASDP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.
- The individuals' personal behavior regarding the non-compliance with ToR, undisciplined, professional misconduct with stakeholders and colleagues, sexual abuse, drunkenness, etc. are subject to cancellation of the contract at any point of time by ASDP management.
- The contract period as well as Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation.
- The contracted staff has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the Program. If not informed, his/her salary of one month will be deducted.