



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for National Consultant /PSA

Minimum number of years of relevant experience required: 1 year ; 5 years ; 12+years

Job Title: Knowledge Management and Communications Expert

Division/Department: FAO

Programme/Project: “Reducing vulnerability and increasing adaptive capacity to respond to impacts of climate change and variability for sustainable livelihoods in agriculture sector in Nepal” (GCP/NEP/070/LDF)

Location: Kathmandu, Nepal and need based travel to pilot districts and Gaupalika/Municipalities.

Expected Start Date of Assignment: 01 January 2018

Duration: 8 months (WAE basis)

Reports to Name: Binod Saha

Title: Assistant FAOR (Programme)

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Knowledge Management and Communication Expert is to formulate a Comprehensive and multi-stakeholder awareness raising, knowledge management and communication strategy (Output 3.1.1) and compile project-related good-practices and lessons-learned and publish them to facilitate up-scaling and integration into policies and plans by the Government (Output 3.2.3).

Under the overall supervision of the FAOR and National Project Director (NPD) and the technical supervision of the relevant units in FAO, and in close collaboration with the UNFA/GLO/616/UND NAP-Agriculture Project Staff, Ministry of Agricultural Development (MoAD), Department of Agriculture, Department of Livestock Services and Nepal Agriculture Research Council (NARC), and National Technical Coordinator and other project partners, the incumbent will conduct the following major tasks at national and local levels;

- Review current awareness raising and knowledge management options followed by MoAD, MoLD, NARC, DHM, DoA, DoLS at all levels;
- Develop a mechanism for information exchange among the different government agencies at different levels responsible for designing, implementing and monitoring agriculture sector adaptation;
- Organize district level consultation workshops (4) with government agencies and non-government organizations on the needs for improved awareness raising and knowledge management for climate change adaptation in the agriculture sectors;
- Organize national level consultation workshop with government agencies and non-government organizations on the draft awareness raising, knowledge management and communication strategy;
- Design, prepare and draft an awareness raising, knowledge management and communication strategy for the project in close collaboration with other national experts;
- Facilitate approval of the awareness-raising, knowledge management and communication strategies with the Project Steering Committee by organizing relevant meetings, consultations and workshops;
- Assist to implement awareness rising programmes for project activities and adaptation activities undertaken by MOAD through campaigns, field days and farmer exchange visits;
- Document lessons learned and good practices from the project activities;
- Assist in publishing the good practices and lessons learned through MOAD website: ww.moad.gov.np, other government websites and relevant global knowledge portals;
- Accomplish any other tasks to achieve related outputs of the project
- Submit a substantive technical report at the end of the mission.

KEY PERFORMANCE INDICATORS:

Expected Outputs:

- Report on mechanism for information exchange, collaboration and coordination for the government agencies;
- Reports of national and district level consultations on the strategy 15 September 2018;
- Draft awareness-raising, knowledge management and communication strategy;
- Final awareness-raising, knowledge management and communication strategy.
- Documentation of lessons learned and good practices from the project activities;
- Report of campaigns, field days and farmer exchange visits and awareness rising programmes;
- Substantive technical report within weeks of the completion of the assignment

Required Completion Date:

- 28 February 2018
- 31 March 2018
- 30 April 2018
- 31 May 2018
- 31 July 2018
- 30 September 2018
- 31 October 2018

Qualifications: At least masters degree in agriculture extension or knowledge management or related subjects together with long standing field experience at local and national level on knowledge management, awareness raising and communications.