TOR for KM/KS Consultant

Background
The Office of Knowledge Exchange, Research and Extension (OEK) provides leadership towards an integrated approach to the generation, management, sharing, communication and transfer of knowledge and information related to food, agriculture and towards the sustainable use of the earth’s natural resources in order to respond to the knowledge, technology and capacity development needs of member countries and the fostering of research, innovation, extension and learning.

The FAO Knowledge Strategy, developed by the Knowledge Sharing Team within OEK, formulates a vision and way forward in terms of Knowledge Sharing for the Organization, and is based on formal and informal consultations with FAO units and divisions. It provides a conceptual framework to strengthen FAO role to facilitate knowledge exchange, and promotes the uptake of new approaches and practices for more effective knowledge sharing.

Duties and Responsibilities
Under the supervision of the Chief, Knowledge Management and Library Services (OEKM), the consultant will focus on providing support to the further development of FAO as a Knowledge Organization, and in particular support the roll-out of the FAO Knowledge Strategy. Specific duties, based on experience, may include:

- **Support the roll-out of the FAO Knowledge Strategy**, in particular by putting together a roadmap for implementation, its regular update, reporting on achievements and regular update of the FAO Knowledge Portal.

- **Supporting the work on good practices**, in particular by developing template for capturing lessons learned from FAO’s field work, facilitating the FAO informal working group on good practices and regular update of the good practices Web site.

- **Training on knowledge sharing methods and tools** to FAO staff. This will include designing, organizing and facilitating training sessions on knowledge sharing methods (such as Peer-Assist, Communities and Networks, After-Action review) and/or tools (such as Wikis, Blogs, Microblogging, Skype), providing support to the participants in the training sessions after the trainings and writing summary blog posts on the FAO Knowledge Café.

- **Promoting knowledge sharing approaches** through support (on demand) of design and facilitation of FAO meetings, workshops, Share Fairs, etc.

- **Promoting and organizing e-learning for FAO field staff** on courses such as “Facilitating Online Networks and Communities”, “Social Media”, “Knowledge Sharing”, etc.

Requirements
Minimum requirements:
- understanding of and interest in knowledge management and organizational development
- 1 to 3 years of work experience in knowledge management at an international / development organization
- good knowledge of and practical experience with knowledge sharing tools (including Web 2.0) and methods
- experience in design and facilitation of face-to-face events
- proactive, enthusiastic and committed team player
- independent self-starter with strong analytical skills
- excellent command of spoken and written English

**Desired requirements:**
- degree in Knowledge Management or related fields
- familiarity with the United Nations organization and working environment
- experience in design and facilitation of virtual e-learning events
- practical experience in enabling and facilitating knowledge sharing communities and networks

**Additional Information**

**Duty station:** Rome, Italy  
**Working Language:** English  
**Deadline for application:** June 30, 2011  
**Duration:** 6 months with the possibility of extension

Please complete the FAO Personal History Form, found on [http://www.fao.org/VA/adm11e.dot](http://www.fao.org/VA/adm11e.dot) and send it to the email address: knowledge-sharing@fao.org

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1 Please see the Knowledge Sharing Toolkit for an outline of some of the knowledge sharing tools and methods currently used in the work of FAO: [http://www.kstoolkit.org/](http://www.kstoolkit.org/)