

Terms of Reference for Individual Contractor (IC)

National or International consultant: International

Description of the assignment (Title of consultancy): Provision of services of a knowledge management specialist

Project Title: Sustainable Land Management in the Qaraoun Catchment project

Period of assignment/services: 45 working days spread over a period of 12 weeks

Is this a LTA (yes/no): No

1. Background / Project Description

The UNDP Sustainable Land Management in the Qaraoun Catchment (SLMQ) Project aims at embedding sustainability considerations in land use planning and development activities in the Qaraoun Catchment. The project is funded by the Global Environment Facility (GEF) and is implemented in partnership with the Ministry of Environment in Lebanon. The project is intended to reshape land and natural resource management to (i) alleviate land degradation, (ii) maintain existing ecosystem services and (iii) improve livelihoods in the Qaraoun Catchment.

The project objectives were achieved by developing institutional tools upstream at national level which will provide the Ministry of the Environment (MoE) and the Ministry of Agriculture (MoA) as well as related agencies such as the Council for Development and Reconstruction (CDR), the Ministry of Interior and Municipalities, the Bekaa Governorate, and District Administrations and Municipalities in the districts of Zahle, Rachaya, and West Bekaa with the know-how, means and mechanisms for promoting sustainable land use as in the best interest of the land owners, farmers and communities as well as the nation.

The implementation of the proposed project aimed at having immediate environmental benefit, through the increased management efficiency of arable land and rangelands and the expansion of the area under forests through land use plans, buffer zones, and riparian strips. It tried to contribute to the restoration of natural productivity and conservation of the habitats of various plant and animal species and valuable ecosystems and will secure migratory bird pathways.

It is in this context that the SLMQ project is seeking the services of a Knowledge Management (KM) Specialist to develop innovative, creative, and effective ways to strategically capture and share technical knowledge, leverage good practices, and improve the effectiveness of knowledge sharing.

The KM Specialist will be responsible for identifying, managing, packaging, and disseminating key information and provide practitioners with the tools they need to conduct better development work in each of the thematic areas of the project.

Specifically, the KM Specialist will conduct research, produce resources and guidance, and facilitate ongoing content development and engagement.

This consultancy is divided into the following tasks:

- **Task 1 – Identify technical areas of success/value**
- **Task 2 – Develop a dissemination and outreach plan**
- **Task 3 – Elaborate knowledge material and tools**

2. Scope of work, responsibilities and description of the proposed analytical work

The tasks mentioned below shall be performed in close cooperation with the UNDP/SLMQ team. It is understood that the Consultant shall perform all the services/work as necessary to fulfill the objectives of the Consultancy Contract.

The Tasks involved will cover the followings:

Task 1. Identify technical areas of success/value

The Consultant is expected to identify to technical areas of the project related to sustainable land management approaches and important development or environmental activities that deserve to be highlighted or brought forward. S/he is expected to work with the project team and review the project deliverables and reports to scope and design appropriate and effective knowledge products that capture and sharing activities.

This task shall build on the various knowledge sharing events implemented by the project (seminars/webinars, workshops, conferences, and peer learning sessions, outputs, etc.) to highlight most prominent outcomes deserving to be documented.

In collaboration with the project team, the Consultant will be selecting at least 10 outcomes to be packaged and disseminated to ensure lessons learned, and best practices, events, and other knowledge management activities that will be focused on. At least 5 of these outcomes should be documented in narrative forms as policy/technical publications based on a design to be identified later, while the remaining can be designed in other formats to be agreed upon with the project (leaflets, presentations, webinars or to other tools) as detailed in task 2 below.

Task 2. Develop a dissemination and outreach plan

The Consultant is expected to provide outside the box advice– identify creative, efficient and effective ways to engage audiences/beneficiaries and facilitate sharing and collaboration. The proposed plan shall cover at least the objective, activation/tool, monitoring provisions (what and how), timing and resources needed.

The plan shall be validated with the project team as to its feasibility and amended as deemed fit to account for time and resources constraints of the project. The Consultant shall also identify international outlets for the strategic dissemination of the project outcomes and KM tools. At the local level, s/he shall engage partners and learning champions identified by the project to ensure the execution of the plan, during and beyond the project's timeline.

Task 3. Elaborate knowledge material and tools

The Consultant is expected to create content for the topics short-listed in Task 1. The outputs shall be adapted to the various activities and shall be appealing to the project beneficiaries and target groups. A combination of written and visual content around those ideas is strongly recommended, making that information accessible to the various audiences (public servants, municipalities, general public, partners, etc.), as necessary. Ten (10) knowledge products are to be completed with at least 5 being in the narrative form that are technical/policy in nature.

The Consultant shall provide the SLMQ team with the outputs in designed digital formats but also ready for print where relevant and if needed.

3. Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Deliverable 1: Identification of technical areas of success/value	7 working days	3 weeks from contract signature	Project Manager
Deliverable 2: Outreach Plan	3 working days	5 weeks from contract signature	Project Manager
Deliverable 3: 10 knowledge material and tools	35 working days	12 weeks from contract	Project Manager

Payments will be issued upon satisfactory completion of the required deliverables and submission of the certificate of payment. Payment file shall include a summary of the tasks completed by the consultant and submitted to the Project Manager.

4. Institutional arrangements

The consultant will work under the direct supervision of the SLMQ Project Officer.

5. Duration of work

The overall duration of the contract covered by this ToR is 45 working days spread over a period of 3 months from the date of contract signature.

6. Duty station

The assignment is home based and requires deskwork supplemented by information by the Project Team as guided by the expert, research, virtual meetings, as well as coordination between the different concerned stakeholders (public servants, municipalities, general public, partners, etc.).

8. Requirements for experience and qualifications

I. Academic Qualifications:

Bachelor's degree in journalism, knowledge management, organizational learning, or a relevant advanced degree;

II. Years of experience:

At least 10 years of relevant work experience.

III. Technical experience:

- Experience in sustainable land management, ecosystem approaches, local economic development or closely related field
- Demonstrated understanding and ability to develop of knowledge management tools and publication;
- Experience in presenting complex technical information in an easily comprehensible way for non-specialist readers and the general public
- Demonstrated interest and experience in international development

IV. Competencies:

- Proficiency in English languages.
- Excellent written and oral communication skills;
- Ability to work under tight deadlines.