

WA BiCC Scope of Work

Title:	Knowledge Management, Learning and Communications Specialist and, Collaborating, Learning and Adapting Unit Lead
Reports to:	Chief of Party
Supervision of:	N/A,
Location:	Accra, Ghana with regional travel

OBJECTIVE

WA BiCC has three principal technical components: Combatting Wildlife Trafficking; Increasing Coastal Resilience to Climate Change, and; Reducing Deforestation, Forest Degradation and Biodiversity Loss. Each Component has a dedicated Lead and the delivery of results under each Component is supported by an integrated set of crosscutting disciplines and approaches including Monitoring, Evaluation, and Learning (MEL); Capacity Building; and Communications, all of which have dedicated staff and are housed under the broad Collaborating, Learning, and Adapting (CLA) Unit. There is also a Policy and Partnerships Unit that oversees Program Advisors embedded in the offices of 3 core regional partners, which are the Environment Directorate of the Economic Community of West African States (ECOWAS), the Mano River Union Secretariat (MRU) and the Abidjan Convention Secretariat (AbC). Gender Equity and Social Inclusion (GESI) and Advocacy also are housed in this Unit. WA BiCC works throughout West Africa on thematic issues as well as in 5 ‘Learning Landscapes’ (3 transboundary forest landscapes and two coastal landscapes) within the biodiversity rich Mano River Union Member States (Guinea, Sierra Leone, Liberia and Cote d’Ivoire).

WA BiCC has an explicit learning mandate of which Knowledge Management and Learning (KML) is key and is the foundation on which the program is built. KML is essential to generate, capture, identify, distill, disseminate and build on lessons learned and best practices of WA BiCC, but also those of other partners who are working on similar subject areas in order to create or build on communities of practice. The strategic and systematic collection of information is essential to inform and adapt current and future evidence-based actions; to make explicit the links between policy and practice and generate information to influence these connections; and improve the capacity of regional, national, and local institutions to network and share strategies around biodiversity and habitat conservation, advancing viable and sustainable natural resource-based livelihoods and communities and to provide lessons and learning for climate change mitigation and adaptation to West African countries.

WA BiCC is implementing a combination of both pilot, and tried (locally proven), practices and/or policies across the 3 components to strengthen learning on the best or most effective policies and practices to address WA BiCC core component areas. The program has identified a number of additional and potentially effective practices and policies, as well as lessons learned that require further analysis and targeted communication to inform and/or influence diverse audiences from local communities to high-level government officials. Policy issues and questions related to WA BiCC’s thematic and cross-cutting work have been identified that require sharp distillation and outward communication to influence implementing partners and other influencers to promote policies informed by practice and applied research in the

landscapes across the region. WA BiCC is experience an ever-growing raft of learning and experience, although the strategic identification and development of knowledge and learning products supported by targeted and effective communication has been a challenge. Stronger strategies, tools and systems need to be put in place as part of a knowledge management and learning strategy, while simultaneously capturing and generating the knowledge and learning that is expanding across the program.

The KML Specialist will work as an integral member of the WA BiCC team, and will Lead the Collaborating, Learning and Adapting Unit, which includes M&E, Capacity Building and Communications. The successful candidate will serve on the Senior Management Team and be based in the Accra Office. S/he will report directly to the Chief of Party (COP).

The recruitment for the full-time KML Specialist will be done in parallel with the identification of a ST Specialist who will be tasked to jump start the knowledge management and learning strategy and lay a solid foundation for advance program learning and implementation. A single candidate could be selected if identified to serve as the full-time KML Specialist.

Responsibilities

Provide strategic guidance and leadership to a technical team of experts to define and oversee the implementation of a Knowledge Management and Learning (KML) strategy on combatting wildlife trafficking, increasing coastal resilience and reducing deforestation, forest degradation and biodiversity loss in West Africa.

Define and lead the process to engage staff, stakeholders and grantees to identify, evaluate and document best practices in environment, climate change adaptation and natural resource management with a focus on the three core technical components of WA BiCC.

Guide the communications team to define and implement a communications strategy and plan that fosters uptake of WA BiCC generated best practices, knowledge and learning among policy makers and practitioners throughout the region.

Ensure that the project makes significant contributions to communities of practice and knowledge platforms in natural resources management and coastal adaptation to climate change.

Maintain knowledge management and learning product tracking lists (lessons learned, best practices, issue briefs, advocacy, etc).

Lead and manage the development of high quality knowledge products in close coordination with component leads, advisors and communications team.

Develop SOWs for STTA to support the development of knowledge management and learning products;

Provide timely delivery of knowledge management and learning products;

Qualifications and Requirements

- Master's degree or higher in biodiversity, natural resource management, climate change, related research, adult learning, communications, or related field.
- Minimum of 10 years of experience in a leadership position managing multi-disciplinary development teams.
- Minimum of 6 years of experience working in a relevant discipline in West Africa and familiarity with key stakeholders in the region.



- Demonstrated capacity to initiate, coordinate, and facilitate knowledge and learning among technical staff and stakeholders at multiple levels and across multiple sectors.
- Experience working with communications and capacity building teams to scale up and communicate best practices.
- Excellent written and oral communication and presentation skills in English, similar experience in French strongly preferred.
- Experience supporting long-term learning and adaptive management on natural resources management, biodiversity or climate change topics.
- Experience in designing and facilitating learning events for donors, governments, and civil society organizations working on natural resource management.