

## WA BiCC Consultant Scope of Work

<b>Title:</b>	<b>Knowledge Management, Learning and Communications Consultant</b>
<b>Reports to:</b>	<b>Chief of Party</b>
<b>Supervision of:</b>	<b>N/A</b>
<b>Location:</b>	<b>Accra, Ghana with potential regional travel</b>

### 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 pilot and proven activities across the 3 components to strengthen learning on best practices and has identified a number of additional and potential best practices and in policies and practices/disciplines as well as lessons learned that require further analysis and targeted communication to 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. However, and in spite of an ever-growing raft of learning and experience, the strategic identification and development of

knowledge and learning products supported by targeted and effective communication has been limited by internal capacity gaps, and the limited systems that are in place to develop and then implement a knowledge management and learning strategy while simultaneously capturing and generating the knowledge and learning expanding across the program.

The objective of this assignment is to provide support to the Technical Unit (Component Lead) and the CLA Unit, and the Communications team in particular, to inventory, identify and develop knowledge management and learning products that can be disseminated and used throughout the region to promote WA BiCC's learning agenda. In addition, the Consultant will support the development and implementation of a more comprehensive knowledge management systems. This will help to ensure uptake of best practices, policies and approaches throughout the region and will amplify WA BiCC results, leaving a lasting USAID legacy in West Africa.

The tasks identified below will jump start the knowledge management and learning strategy and lay a solid foundation for advance program learning and implementation. First, the Consultant will undertake an inventory of, and evaluate identified knowledge and best practices underway as well as current project knowledge management materials or proposed products. S/he will then prioritize knowledge management and communications products for development and work closely with technical staff and the Home Office Communications Director to develop these prioritized products. In doing so, the Consultant will work closely with the Knowledge Management and Learning (KML) Specialist to refine the KML strategy for the project. The assignment will conclude with a report outlining recommendations to maintain momentum generated through the assignment.

## **TASKS**

This SOW will be addressed through, but not limited to the following tasks in close collaboration with the COP, KML Specialist and Communications Unit:

1. Review the WA BiCC Annual Reports, Annual Work Plans, and Semi-Annual Reports, and other communication and knowledge management documents provided;
2. Review the Story Tracker with the Communications Unit to understand the stages of development of identified priorities;
3. Collaborate with senior WA BiCC staff and Tetra Tech Home Office staff to inventory and evaluate current project activities which hold strong promise for knowledge management and capture;
4. Prioritize the development of at least six (6) products;
5. Participate in annual work planning to assist in the identification of KML products;
6. In consultation with the KML Specialist and senior technical staff, articulate and document a KML strategy and related systems for future knowledge capture, development and dissemination;
7. In consultation with technical staff, develop a tangible action plan that includes priority products and any resources needed to realize targets.

## **DELIVERABLES**

1. A draft inventory of existing and potential WA BiCC lessons learned, best practices, and policy issues and related products (due by Day 10);
2. At least six (6) KLM products as prioritized by the COP, and including at least one product that will be used by regional partners (MRU, ECOWAS, MRU); one that will target CWT networks; and one to support NAP processes (due on a weekly basis starting on the final day of the third week of the assignment through the end of the assignment)
3. A comprehensive inventory of potential WA BiCC lessons learned, best practices, and policy issues and related products. This should include the information needed to complete products, resource needs, timelines and priority ranking (due on Day 48);
4. WA BiCC Knowledge Management and Learning Action plan (due on Day 48).

## **QUALIFICATIONS**

At least 10 years' professional experience in international development.

Expertise in strategies and processes for effective knowledge management, learning and communications of forestry and climate change programs and activities.

Relevant Master's degree related to communications, management, climate change and/or conservation related studies.

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.