

 <p data-bbox="228 268 553 302"><b>ADAPTATION FUND</b></p>	<p data-bbox="610 123 886 157"><b>Position Description</b></p> <p data-bbox="610 207 1252 241"><b>KM consultant –Adaptation Fund KM strategy</b></p> <p data-bbox="610 254 1057 287">Adaptation Fund Board Secretariat</p>
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**BACKGROUND**

The Adaptation Fund (the Fund) finances projects and programmes that help vulnerable communities in developing countries build resilience and adapt to climate change. The Fund is an innovative financing mechanism set up by the Conference of Parties (COP) to the UN Framework Convention on Climate Change (UNFCCC).

During 2008 to 2009, the Adaptation Fund Board (the Board) set up the strategic priorities and operational procedures of the Fund, including the ground-breaking direct access modality which allows vulnerable developing countries to access financing from the Fund directly, using an accredited National Implementing Entity. Since becoming fully operational in 2010, the Board has approved 51 projects for a total amount of US\$ 331 million in developing countries.

At its 15<sup>th</sup> meeting, the Board had approved a Knowledge Management (KM) strategy and work plan (Decision B.15/22) contained in the document [AFB/EFC.6/3](#). The document presents a strategic framework for managing the Fund-generated knowledge at corporate and project levels, and for organizing the exchange of information between the Adaptation Fund Board secretariat (the secretariat) and the stakeholders of the projects, and among the projects themselves. The strategy complemented the project-level results framework and baseline guidance document that provides guidelines to develop a KM strategy at a project level (AFB/B.14/Inf.6) and the corporate communication strategy (AFB/B.11/8).

The Secretariat is seeking the services of a consultant to support updating the Fund KM strategy and associated work program up to 2020.

**DUTIES AND RESPONSIBILITIES**

The consultant, in dialogue with the secretariat and all relevant stakeholders, will be responsible for developing a proposal for an updated KM strategy for the Fund, including budget, responsibilities and timeline for implementation. He will report to the Senior Climate Change Specialist coordinating KM within the secretariat.

Upon discussions with the secretariat, and findings during the initial stage of this work, the consultant is expected to perform the following activities:

1. Conduct a rapid assessment of knowledge produced in the different areas of operations of the Fund (including but not limited to institutional knowledge, project-level knowledge, accreditation knowledge) and a rapid audience analysis to identify the different targets audiences of the Fund and their knowledge needs, at local, national and international level; (3 days)
2. Take stock of the implementation level, of the KM strategy and associated work program adopted in 2011, taking into account activities undertaken through the Readiness

Programme for Climate Finance in 2014 and 2015, to assess its relevance, efficiency and effectiveness, and to identify best practices as well as bottlenecks, gaps and duplications that the updated strategy could take into account; (2 days)

3. In an effort to build upon best practices in KM, perform a “benchmarking” exercise assessing the effectiveness and efficiency of existing KM strategies in development and climate finance institutions, in order to identify any potential approaches or models that could be replicated within the Fund, keeping in mind resources considerations and the Fund modus operandi; (3 days)
4. Undertake a mapping exercise of existing local, national and international relevant partners/stakeholders/platforms dealing with climate finance that could facilitate the implementation of the updated KM strategy; (3 days)
5. Building upon above items , develop a proposal for an updated KM strategy for the Fund with a five-year scope, and draft a two-year work plan including budget, timeline and responsibilities to implement the proposed strategy. The work plan should include as much as possible systematic methods/tools to mainstream the capture and dissemination of emerging relevant knowledge in the context of the activities implemented by the Fund, and as assessed under item 1. The proposal should include an estimate of the amount of personnel and resources required to implement an ongoing, effective KM strategy. (4 days)

Overall, the proposed strategy should be developed keeping in mind i) the limited resources available for KM at the secretariat, ii) the existing tools that the Fund already uses to capture and disseminate knowledge. The KM strategy should recommend that knowledge products be written in an easy, accessible language and avoid as much as possible the use of acronyms.

### **SELECTION CRITERIA**

- Advanced degree in the Information and Knowledge Management field, Information Science or Library Science. Alternatively, a first level university degree with combination of relevant academic qualifications and experience in knowledge management may be accepted in lieu of the advanced university degree;
- Minimum five years of experience in information and knowledge management, including planning, design, preparation and delivery of knowledge management strategies.
- Must have a strong knowledge and understanding in information and knowledge management;
- Proven ability to work in a team and intercultural environment, with minimal supervision;
- Experience in the field of climate finance is an advantage;
- Excellent oral and written communication in English;
- High degree of motivation, flexibility and reliability;
- Ability to think logically, creatively and to interact with others.

### **DURATION**

The number of days for the assignment is 15 days.

The start date of the assignment is November 15, 2015.

The timeframe for the assignment is until January 15, 2016.