**Terms of References (ToR)**

**1. Title:** Knowledge Management Officer (KMO) for ELCG

**2. Organisation:** This post is created to support the task of Education Local Consultative Group (ELCG). This post is funded by JICA Bangladesh Office for the contracted period.

**3. Contract period:** 01 February 2021 to 31 March 2022

**4. Post Location:** Dhaka, Bangladesh

**5. Supervisor:** ELCG Co-Chair to supervise the ELCG-related tasks;

JICA Bangladesh Office for administrative supervision

**6. General statement of purpose of the job**:

ELCG provides a forum for information exchange, policy dialogue, coordination and collaboration in education sector in Bangladesh. Its members include the Government of Bangladesh (GoB), development partners (DPs) and civil society organisations (CSOs). The ELCG is led by Chair from GoB and Co-chair from DPs. As of 2020, the Ministry of Primary and Mass Education (MoPME) is the Chair and the UNICEF is Co-chair of the ELCG.

Education sector in Bangladesh is rapidly expanding in the context of an economic upliftment towards a middle-income country, the 21st century skills, and the Sustainable Development Goals (SDGs). The ELCG provides a platform to feed strategic support on education related issues to the GoB including the BDF (Bangladesh Development Forum) and the Local Consultative Group (LCG), and serves as Local Education Group (LEG) for international funds. In this context, secretarial tasks for the ELCG have enormously increased which demand dedicated support from particularly deployed humane resource. This post is created to support the secretariat for such tasks of the ELCG.

Under the direct supervision of the ELCG Co-chair, the Knowledge Management Officer will assist the ELCG in documentation and Knowledge Management. S/he will support a coordinated approach to Knowledge Management and assessment activities for an accountable, needs-driven and effective education response. The selected candidate will be responsible for Knowledge Management coordination activities and needs assessment efforts with proper documentation, on request from the ELCG Chair and Co-chair.

The ELCG aims to strengthen system-wide preparedness and technical capacity to respond to development and humanitarian emergencies, through strong knowledge management system within the sector. The Knowledge Management Officer supports generation of knowledge, including lessons learned, best practices and innovations of the education sector, to be documented and shared within stakeholders.

**7. Key functions and accountabilities**

* Under the direct supervision of the ELCG Chair and Co-chair, provide support to the ELCG Secretariat in managing, organizing the ELCG meetings, ELCG Development Partners’ meeting, other ELCG ad hoc meetings related to GPE or sub-Working Group meetings.
* Identify and document lessons learned, best practices and innovations (‘knowledge’) from across the sector response using written documentation, as well as photo and video as appropriate.
* Develop periodical situation reports and other knowledge products to support the work of the sector and to present in ELCG platform.
* Develop products to support advocacy, resource mobilisation efforts, referral pathways, information education communication material, etc.
* Develop new and innovative ways to share knowledge amongst sector partners.
* Identify and develop mechanisms to share knowledge generated from the country, regional and global levels.
* If required by the ELCG Chair and Co-chair, connect with the relevant GoB knowledge management platforms to identify opportunities to disseminate knowledge generated within the ELCG.
* Ensure knowledge generated by the sector are stored in a safe and effective, and, where required confidential, manner.
* Back up to the IMO in his/her absence.
* Perform other related duties as required by the ELCG Co-chair.

**8. Reporting**

* Develop ELCG progress report for JICA by the end of every month and submit it to JICA within 5 working days of the following month.
* Develop technical analysis, briefing papers, talking points, memos for JICA as requested.
* Make recommendations to JICA on technical and policy issues in education issues based on review of evidence-based information/reports, ELCG experiences, observations, professional networking, and judgement.
* Regularly report to the JICA Bangladesh Office, Education Advisor and JICA technical cooperation project.

**9. Recruitment qualifications**

Education: A university degree in social science; education, communication, knowledge management, economics, law, computer science, international development, or another relevant field.

Experience: ***Essential***

Five years’ experience in the education programme knowledge management, innovation in programme communication especially related to education sector programme in international/national context or humanitarian or development situation.

Solid experience of documentation and report writing.

Experience with data sharing, data management and data analysis to support policy formulation and implementation.

Experience in managing communication through the Web, including in the context of emergencies is desirable.

***Desirable***

Relevant working experience with GoB, DPs, and CSOs is considered as an asset.

Language: Fluency in English and Bengali is required

Functional Skills: Excellent oral and written skills; excellent drafting, formulation, reporting skills.

Excellent interpersonal and coordination skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners and authorities at different levels.

Familiarity with tools and approaches of communications for development.

Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.

Data collection methodologies.

**10. Evaluation**

The efficiency and effectiveness of the support provided by the Knowledge management officer will be evaluated by JICA Bangladesh Office, considering the feedback from the ELCG Chair, Co-chair, members and the MoPME/ MoE.