

## TERMS OF REFERENCE (TOR)

|                                      |   |  |                              |  |
|--------------------------------------|---|--|------------------------------|--|
| <b>Position</b>                      | : | <b>Information, Knowledge Management &amp; Documentation Expert</b>  |                              |  |
| <b>Duration</b>                      | : | July 1, 2024- December 31, 2024 (6 Months) (The consultancy will be completed within the stipulated number of days of the given timeline)  |                              |  |
| <b>Department</b>                    | : | Plastic Innovation Project/ Waste Management, CIUD   |                              |  |
| <b>Coordination with</b>             | : | Kirtipur Municipality and the selected communities   |                              |  |
| <b>Thematic Assurance</b>            | : | Team Leader  |                              |  |
| <b>Report To</b>                     | : | Project Coordinator, Plastic Innovation Project, CIUD  |                              |  |
| <b>Job Summary</b>                   | : | Support the project team in developing information, knowledge management, and documentation strategies, as well as collecting, organizing, and disseminating information with the team, partners, and stakeholders in order to leverage innovative technologies to establish plastic-managed communities and rivers in Kirtipur Municipality and adjacent wards of neighboring municipalities as part of the Kathmandu valley. |                              |  |
| <b>Provision of support services</b> | : | Office space   | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|                                      |   | Equipment (laptop etc.)  | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|                                      |   | Secretarial Services   | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

### A. Major Function:

The Information, Knowledge Management, and Documentation Expert's primary responsibility, under the direct supervision of the Project Coordinator, would be to ensure systematic documentation, knowledge sharing, and information dissemination for the use of innovative technology to establish plastic managed communities and rivers in Kirtipur Municipality and adjacent wards of neighboring municipalities in the Kathmandu Valley.

### B. Major Duties and Responsibilities:

1. Develop and implement an information management strategy of the project and establish and maintain a comprehensive database of project-related documents.
2. Ensure accurate and timely collection, storage, and retrieval of project information and design and implement a knowledge management framework.
3. Facilitate knowledge sharing among project stakeholders through workshops and consultation meetings.
4. Document lessons learned and best practices from project activities and preparing detailed reports, case studies, and policy briefs.
5. Develop user-friendly guidelines and manuals on plastic waste management and ensure all documents adhere to the project's quality standards and guidelines.
6. Develop communication materials to promote project activities and achievements and manage the dissemination of information through various channels, including social media, newsletters, and the project website.
7. Coordinate with media and other external stakeholders to enhance project visibility.

### C. Expected Results/Deliverables:

The assignment shall have the following deliverables:

1. Project data gathering, documentation and analysis
2. Preparation of report and presentation that outline progress, findings and recommendation.
3. Facilitate the sharing of best practices, lessons learned, and innovative solutions within the project team and with partners

#### **D. Qualification and Experiences:**

1. Bachelor's degree in Information Management and Communication studies or a related field.
2. 5 years of professional experience in information management and communication preferably in waste management projects.
3. Written and spoken English, Nepali and Newari languages.
4. Proficiency in computer MS Word and Excel and PowerPoint Presentation.
5. Strong background in stakeholder engagement and public speaking.

#### **E. Required Competencies:**

1. Ability to go beyond established procedures and models, propose new approaches which expand the range of projects.
2. Builds strong relationships with all partners, focuses on impact and results and responds positively to critical feedback.
3. Consistently approaches work with energy and a positive, constructive attitude.
4. Ability to work in a multi-cultural team environment with a positive attitude;

#### **F. Time frame:**

The assignment will be of 30 working days stretched over 6 months from the date of the agreement as a Information, Knowledge Management and Documentation Expert (Consultant). Proposed tasks to be accomplished within the time frame for the assignments are as follows:

| SN | Activity  | Number of Days |
|----|---|----------------|
| 1  | Strategy plan on information, knowledge management and documentation, data gathering, documentation and analysis              | 15 days        |
| 2  | Report and presentation that outline progress, findings and recommendation.   | 10 days        |
| 3  | Facilitate the sharing of best practices, lessons learned, and innovative solutions within the project team and with partners | 5 days         |
|    | <b>Total</b>  | <b>30 days</b> |

#### **G. Payment modality:**

- a. 30% payment after submission and approval of the inception report as the first installment.
- b. 30% payment after submission and approval of the draft report as the second installment.
- c. 40% payment after submission and approval of the final report as the final payment.

#### **H. Review/approval time required to review/approve the outputs before authorizing payments:**

CIUD reserves rights to withhold/reassign/review the work and/or return it to the party contracted for finalizing the work if need be. The payment will be delivered once the assignment is completed with finalized product.

#### **I. Confidentiality and Data Ownership:**

All data, information and product received for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of this ToR are assigned to the CIUD. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed written authorization of the CIUD.

## **J. Application Process:**

1. The interested candidates must fill the job application in the link:  
<https://forms.gle/p3syjLzigvARUha6> .
2. Please also submit your Cover letter and latest resume in our email id [ciud.mail1@gmail.com](mailto:ciud.mail1@gmail.com) by 7<sup>th</sup> July 2024.
3. Only short-listed candidate will call for further interview.