

## TERMS OF REFERENCE

### SHORT TITLE OF ASSIGNMENT

**Knowledge Management Consultant – Pacific Islands Forum Secretariat**

### BACKGROUND

UNICEF works in over 190 countries and territories to save children’s lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence. At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling.

In 2025, the Pacific Islands Forum Secretariat (PIFS) will commence an Organisation Review, that will be guided by the 2050 Strategy for the Blue Pacific Continent (2050 Strategy) and its Implementation Plan (2050 IP), the PIFS Strategic Plan 2025 – 2030, and the PIFS Monitoring, Evaluation, and Learning (MEL) Handbook and tools. These regional strategies and plans all build on the commitment of each PIF member state towards achieving the Strategic Development Goals by 2030. In response to the preparatory work undertaken to date, the Secretariat has identified the need to review its current knowledge management practices. In this context, “Knowledge Management” refers to the process of identifying, capturing, sharing, and utilizing knowledge, through people driven practices, processes, and technology.

### OBJECTIVE / SCOPE OF WORK

Under the direct supervision of Deputy Representative-Programme, the Knowledge Management Consultant, is responsible for overseeing knowledge management (KM) in PIFS including a review of current practices, and the establishment and implementation of a full-scale, comprehensive, Knowledge Management Strategy and System. A key aim of this effort is to link the overall Blue Pacific Continent strategy (2050 Strategy), its implementation plan, the PIFS strategic plan, and SDGs to measure progress, share information on successes and challenges, and guide changes in approaches going forward keeping child rights high in the PIFS agenda as per the current MOU between UNICEF and PIFS.

### ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS BUDGET PER DELIVERABLE – this will be fine-tuned during contracting based on proposals made.

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT
Preparation of workplan with timelines including travel dates to country being finalized	Document with details on start date and workplan for 1 <sup>st</sup> month	February 15 to March 31st	
Assessment and strategy <ul style="list-style-type: none"> <li>• Conduct assessment of current knowledge management practices (strengths, weaknesses, opportunities, threats)</li> <li>• Develop an initial knowledge management strategy and complementary systems.</li> <li>• Contribute to creating knowledge management platforms to organize and share knowledge.</li> </ul>	Assessment report with findings and recommendations  Draft Knowledge Management Strategy document.  Prototype platform with core features defined.	February 15 - March 31 2025	
Capacity Building	Knowledge- sharing mechanism / process documentation.	April 1 - May 31 2025	20%

<ul style="list-style-type: none"> <li>Establish mechanisms for capturing best practices and lessons learned.</li> <li>Facilitate training and engagement initiatives to improve decision-making and operational efficiency.</li> </ul>	<p>Training plan, including schedule and materials for learning sessions.</p>		
<p>Quality assurance</p> <ul style="list-style-type: none"> <li>Support SPCU, Information Services and Communications teams in analysing current knowledge assets and processes.</li> <li>Implement and monitor quality assurance standards for knowledge product development.</li> <li>Actively participate in regional and international forums to promote PIFS expertise.</li> </ul>	<p>Knowledge Management Plan, including resources for Strategic Communications.</p> <p>Quality assurance framework for knowledge products.</p> <p>Forum participation report summarizing insights, outcomes and recommendations.</p>	<p>June 1 – July 31 2025</p>	
<p>Partnership Engagement</p> <ul style="list-style-type: none"> <li>Develop innovative approaches for knowledge sharing partnerships to strengthen service delivery.</li> <li>Engage with key stakeholders, including the Council of Regional Organisations of the Pacific (CROP).</li> </ul>	<p>Partnership Engagement Strategy document.</p> <p>Stakeholder engagement report summarizing collaboration efforts and outcomes.</p>	<p>August 1 – September 30, 2025.</p>	
<p>Final Strategy and Report</p> <ul style="list-style-type: none"> <li>Refine and manage the continuous evolution of the Knowledge Management Strategy and systems based on stakeholder feedback.</li> <li>Conduct follow-up training and engagement initiatives for sustained operational efficiency and knowledge sharing.</li> <li>Develop and promote high-quality communication materials (e.g. newsletters, social media, presentations).</li> <li>Consolidate knowledge sharing services supporting 2050 Strategy</li> </ul>	<p>Finalised Knowledge Management Strategy with an implementation roadmap.</p> <p>Training impact report summarizing progress and feedback from participants.</p> <p>Finalized communication materials tailored for dissemination.</p> <p>Final report on knowledge-sharing services and their alignment with regional initiatives.</p>	<p>October 1 – December 31, 2025</p>	

Implementation and reporting.			
			<b>100%</b>

### QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors  Masters  PhD  Other

- Master's degree or equivalent in Knowledge Management, Public Policy or Administration, Management, Communication, Politics/International Development, or a related field is required.
- A first-level university degree in combination with three additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- At least five years of progressive experience in institutional strengthening and cohesiveness initiatives, and in leading the implementation of Knowledge Management Systems and Strategies required.
- Prior work experience in the Pacific region, either with Pacific regional bodies, Pacific regional associations, and or knowledge-based networks or organisations is required.
- Experience working at the regional level and a clear understanding of the regional landscape and operating environment, would be an added advantage.
- Work experience in KM, including evaluations and/or research in Pacific countries is highly desirable.
- Strong research and analysis skills is highly desirable.
- Experience in and ability to work with ICT tools is required.
- Strong interpersonal skills, to work collaboratively in a diverse environment, including with different countries, departments, and donors/partners is important.
- Exceptional organizational and coordination skills is highly desirable.
- Excellent written and oral communication skills in English is required.

### CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

#### SUPERVISION

The consultant will work under the overall supervision of the Chief of PMR, and the UNICEF Pacific KM Officer, in collaboration with a supervisor designated by PIFS.

#### CONSULTANT'S WORKPLACE

The Consultant will be based at the Pacific Islands Forum Secretariat in Suva, Fiji and work with own equipment.

#### ESTIMATED DURATION OF CONTRACT AND FEES

The duration of consultancy is up to 10 months from 15 February – 31 December 2025. Only candidates that can commit for this whole duration will be considered.

Payments will be made against timely submission of satisfactory deliverables and progress reports per agreed work plan and approval of contract's supervisor.

### ADMINISTRATIVE ISSUES

- Individuals engaged under a consultancy will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their

consultancy contracts. UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

## **GUIDANCE FOR APPLICANTS**

Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:

- Monthly / Daily fees – based on the deliverables in the Terms of Reference above
- Travel (economy air ticket where applicable to take up assignment and field mission travel)
- Living allowance where travel is required
- Miscellaneous- to cover visa, health insurance (including medical evacuation for international consultants), communications, and other cost.