Terms of Reference for a Consultant - Programme Associate (Rural Infrastructure)

20/05/2025_AMJ

A Consultant helps Team Leader/ Programme management specialist effectively manage rural infrastructure portfolio in utilizing monitoring – evaluation -learning related knowledge, ensuring that these products are used for program improvement and learning. This role involves capturing and sharing lessons learned, and fostering a culture of learning within the organization. The Consultant is required to go for field visits in rural areas with simple facilities as and when needed.

This is a short-term consultancy spanning from July till December 2025 (6 months). Key Responsibilities of a Consultant but not limited to:

- **Knowledge Capture and Sharing:**

  Facilitate the capture and dissemination of knowledge from various sources, including project teams, partners, and external stakeholders. Prepare end of the phase report, end of the programme reports etc.

- **Data Management and Analysis:**

  Ensure RI project information is managed effectively, analyzed to identify trends and insights, and used to inform Swiss Cooperation Programme quarterly and annual planning exercise and help in project adaptation and learning.

- **Agenda Development:**

  Support in identifying knowledge gaps, sets learning objectives, and provides opportunities for knowledge sharing and capacity building. Help prepare management responses to project annual reports and yearly plan of operation, help in preparation of field visits and steering committees of various RI projects, preparation of terms of reference for various studies and evaluations and follow-up.

- **Stakeholder Engagement:**

  Work with various stakeholders, including project teams, government counterparts, and partners to ensure the effective knowledge dissemination and focus on results contributing to project success.

- **Training and Capacity Building:**

  Provide training and support to project staff on knowledge management tools and processes, as well as results-based monitoring (RBM) methodologies. Provide technical advice and guidance to project teams on RBM-related matters, including knowledge management and learning.

- **Best Practices and Success Stories:**

Identify, document, and share best practices and success stories to promote learning and innovation in RI projects. Field visits will be required.

- **Skills and Qualifications:**
  - ***Expertise in RBM:*** Strong understanding of MEL principles, methodologies, and best practices.
  - **Knowledge Management Skills:** Experience in designing, implementing, and managing knowledge management systems.
  - **Data Management and Analysis:** Proficiency in data collection, analysis, and reporting.
  - **Communication and Interpersonal Skills:** Ability to communicate effectively with diverse audiences and build strong relationships.
  - **Training and Facilitation Skills:** Experience in delivering training and facilitation workshops.
  - **Organizational Skills:** Ability to organize and prioritize tasks, manage time effectively, and meet deadlines.
  - **Analytical Skills:** Ability to analyze data, identify trends, and make recommendations.
  - **Problem-Solving Skills:** Ability to identify problems, develop solutions, and implement changes.
  - **Adaptability:** Ability to adapt to changing circumstances and priorities.

Minimum Requirements:

- Master in Development related studies
- At least 7 years' experience working with knowledge management frameworks in the context of development assistance programs/projects,
- Demonstrated experience creating user-focused knowledge management products.
- Proven track record coordinating and contributing to successful knowledge products.
- Demonstrated knowledge of the application of information technology to knowledge management.
- Prior experience with SDC activities and its reporting systems
- Demonstrated skill and experience in facilitating groups, meetings, and events (both online and in-person), resulting in collaborative decision-making, agreed-upon action items/priorities, and strong outcomes.
- Strong oral and written communication skills, excellent interpersonal, analytical, and training skills.
- Ability to perform duties that require very close attention to detail and synthesize large amounts of information effectively.