



MINISTERUL AGRICULTURII ȘI  
INDUSTRIEI ALIMENTARE  
AL REPUBLICII MOLDOVA

MINISTRY OF AGRICULTURE AND  
FOOD INDUSTRY OF THE  
REPUBLIC OF MOLDOVA

UNITATEA CONSOLIDATĂ PENTRU IMPLEMENTAREA PROGRAMELOR IFAD  
THE CONSOLIDATED UNIT FOR THE IMPLEMENTATION OF IFAD PROGRAMMES



Enabling poor rural people  
to overcome poverty

## TERMS OF REFERENCE

**For key staff Knowledge Management and Communication Specialist to be contracted  
by the IFAD Consolidated Programme Implementation Unit (CPIU-IFAD) in Moldova**

**Location:** CPIU-IFAD, CHISINAU

**Reporting to:** director of CPIU-IFAD,

**Terms for employment: 2 years**

### Background

As part of the COSOP, the IFAD office in cooperation with Government of Moldova has developed and approved for financing the Inclusive Rural Economic and Climate Resilience Programme (IRECR), which overall goal is to enable the Target Population to raise their incomes and strengthen their resilience to climate change.

The objectives of the Programme are (i) to enhance the resilience and adaptive capacity of farmers to climate change to ensure higher and more stable incomes; (ii) to enhance access to enterprise capacity development, financial services and entrepreneurship support; (iii) to improve beneficiaries' productivity and competitiveness, increase investment and business opportunities, and improve market access and resilience against economic and climate shocks.

The success of interaction among the diverse set of programme stakeholders will depend largely on the quantity, quality and timeliness of information flowing among them. The programme will package and disseminate information to the respective stakeholders in the appropriate formats (e.g. brochures, studies, articles, newsletter, and internet), using the central knowledge management and communication platform. This knowledge-sharing process will be supported by a well-focused series of workshops and joint learning events. Where applicable, national knowledge networking will be supported to build and share approaches, tools, methodologies, technologies and best practices.

Under the direct supervision of CPIU director, the Knowledge Management and Communication Specialist shall be responsible for the implementation of the project Knowledge Management and Communication activities and, the facilitation and monitoring of the partnerships with the Knowledge and Communication Networks for the effective implementation of the ongoing and upcoming Programs. She/he will be responsible for the project overall Knowledge and Communication Systems and its alignment with CPIU Annual Work plans.

### Duties and Responsibilities

**As to knowledge management, the specialist shall:**

- Develop and implement a Action Plan for knowledge management and support the preparation and implementation of knowledge management (KM) CPIU-IFAD actions;
- Facilitate experience sharing of national KM networks and in support to other regional similar project;

- Support the organization of the communication sharing information systems with other networks in the country and abroad;
- Regularly disseminate relevant thematic Program information amongst the regional and national mass media;
- Strengthen collaborative work relationship between CPIU and programme partners, beneficiaries and stakeholders;
- Provide orientation to all incoming staff on the CPIU-IFAD KM system;
- Deliver specialized training to CPIU staff on KM issues and aspects of Portal usage specific to their functions;
- Serve as in-house point of contact and help to facilitate the CPIU-IFAD working group;
- With the other CPIU-IFAD specialists, assist in developing new features and functionality on the KM, according to organizational needs;
- Facilitate all CPIU-IFAD submissions to the high hierarchic state organizations and international organizations, reporting regularly on results;
- Administrate Programme Profiles and where needed set up new profiles and monitor project information to ensure accuracy;
- Assist in the maintenance of the ongoing programmes document, CPIU-IFAD at a Glance data, project information notes and other central data sources as required;
- Respond to information requests on an as-needed, as-available basis;
- Explore ways of looking across activities per each program component (highlighting new toolkits, information papers, success stories, etc.);
- Support the planning and development of KM products for CPIU-IFAD;
- Integrate written input and material from other technical specialists and incorporate into technical reports;
- Review, edit, format and produce progress and technical reports;
- Prepare presentations, graphics, text boxes and headings to help clarify key messages and simplify explanations.
- Oversee the CPIU-IFAD library.

**As to communication, the specialist shall:**

- Develop a communication Action Plan and supervise for its effective implementation (publications, media communication, etc.);
- Support CPIU-IFAD in the definition and implementation of their communications strategy, aligned with the communication strategy at the country level;
- Regularly update the CPIU-IFAD web page and provide support to the CPIU-IFAD staff in documenting and collecting information for dissemination;
- Publish a periodic newsletter (quarterly/six-monthly) on the activities of the ongoing CPIU-IFAD projects;
- Respond to requests for information from partners and the general public organizations;
- Provide Communication package in support to the project key events and conferences, as well as partner countries and institutions;
- Provide support to other communication experts in designing and formatting communication and knowledge papers/documents on CPIU-IFAD activities;

**Competencies**

- Speaks and writes clearly Exhibits interest in having a two-way communication;
- Proven networking, team-building, organizational and communication skills;
- Strong knowledge of computer management skills, including information networking, web and publishing skills;

- Demonstrated capacity to promote knowledge sharing and knowledge products and systems;
- Thorough understanding of current Knowledge Management technologies;
- Works collaboratively with colleagues to achieve organizational goals;
- Ability to build strong client relations;
- Is willing to learn from others;
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position.
- Identifies priority activities and assignments; adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Foresees risks and allows for contingencies when planning;
- Monitors and adjusts plans and actions as necessary;
- Very good drafting and writing abilities, including in the presentation of analysis or research;
- Good demonstrated understanding of development programming/planning and international development issues.
- Specialized training in development policy or socio-economic research.
- Good communication skills, including in workshop and facilitation settings.

### **Required Skills and Experience**

#### **Educational Background:**

- A higher degree in Economics, marketing, Business administration, policy development, socio-economic or other equivalent in development related area with experience in Knowledge management and communication.

#### **Job Requirements & Experience:**

- Practical experience in relation to Knowledge Management and communication strategies;
- Strong communication skills, especially written communications; group facilitation skills
- Fluent written and spoken English, Romanian and Russian;
- Creative and pragmatic approach to problem solving;
- Ability to work efficiently under pressure and to meet deadlines; and
- Well-organised and well oriented to details.
- Proven capacity to analyze and synthesize;

This is a local position, therefore only citizens of the Republic of Moldova or others legally authorized to work in the country are eligible to apply.

If you have experience of working in a similar capacity and want to make an active and lasting contribution on IFAD programme implementation, send a detailed curriculum vitae in English and Cover letter to: [office@ifad.md](mailto:office@ifad.md)

Applications should be submitted before **10 August 2017, 12:00 a.m.**

Please note that only applicants who are short-listed will be contacted.