Examples of TOR for KM Officer

The following TOR could be used for a KM Officer position or could be incorporated with the TOR of a Monitoring, Evaluation and KM Officer.

The overall purpose of the position is to improve project management processes and results by fully integrating KM into all aspects of project management, including M&E, financial management, supervision and reporting.

Specific responsibilities will include:

* Lead development and implementation of the project's KM, Communication and Learning Plan.
* Define the project's KM goals and strategic objectives, and the main areas of KM-related work with clear linkages to improving programme performance, promoting innovations, scaling up success, sharing lessons learned, and influencing policy.
* Ensure there is sufficient integration between programme learning systems (Progress Reports, Stakeholders meetings, Knowledge Products) and the project’s AWPB to close the circle of participatory, demand-driven planning and implementation.
* Develop the annual KM work plan and budget, outlining KM activities, budget and timeline.
* Develop a range of Knowledge Products that document lessons learned, best practices and success stories.
* Manage the project online and social media presence.
* Identify knowledge partners from which to draw relevant knowledge or to develop and share knowledge generated by the project.
* Build the capacity of the project staff to enhance knowledge sharing within the project and support project management to create incentives for knowledge sharing.
* Identify indicators and monitoring methods, which should be reflected in the Program M&E system to track results and impact of KM activities.