



TERMS OF REFERENCE FOR DEVELOPMENT OF KNOWLEDGE MANAGEMENT AND COMMUNICATION STRATEGY FOR FOUR EIGHT CSOs

Introduction and Background

Tilitonse Foundation in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) is implementing a project titled **Strengthening Food and Nutrition Security Programming in Malawi**. The project is funded by **German Federal Ministry for Economic Cooperation and Development (BMZ)** through Welthungerhilfe. The main objective of this project is to promote the capacity of civil society organisations in Malawi to improve food security and strengthen resilience. Specifically, the project is expected to strengthen capacity of 10 civil society organizations (CSOs) and district-based network associations in evidence based FNS management, administration and programming. This support will in turn enable the targeted CSOs to plan and implement effective and participatory Food and Nutrition Security (FNS) programming approaches with their target groups or communities.

In July 2022, Tilitonse Foundation in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) conducted a capacity assessment which identified critical gaps in management structure, financial and resource management systems, human resources and programme management. Based on the gaps identified, the assessment further recommended capacity development options that will enable the CSOs to effectively deliver on their mission. One of the gaps identified was that CSOs do not have Knowledge Management and Communication Strategy and capacity in capturing, documenting, and disseminating, good practices and also success stories.

It is against this background that Tilitonse Foundation would like to engage the services of a consultant to facilitate a workshop and provide mentorship support on development of a Knowledge Management and Communication strategy.

Objectives of Work

The overall objective of this assignment is to support development of a knowledge management and communication strategy for the following CSOs:

- i. Rural Development Support Trust,
- ii. Foundation for Active Civic Education,
- iii. Nyanthepe Community Radio Station
- iv. Foundation for Civic Education and Social Empowerment
- v. Tiphedzane Community Support organisation in Nsanje District
- vi. Golomoti AIDS Support Organisation,
- vii. Youth in Community Development

viii. Dedza CCJP in Dedza

The consultant is further expected to support the CSOs develop an info pack that will be used as standard information for anyone who wants to know more about the organisations.

Scope of Work

The duties and responsibilities of the consultant/s will be:

1. Review capacity assessment reports for the 5 organisations in Nsanje and 3 organisations in Dedza to enhance understanding of the nature of the problem
2. Engage the CSOs to establish their current status on KMC, gaps and options
3. Support the CSOs to develop KMC strategy with communication messages.
4. In collaboration with the CSOs develop a standard info pack/ brief profile of the CSOs that will enhance the visibility of the CSOs.

Deliverables

1. An Inception report detailing understanding of the assignment , methodology to be used and timelines
2. Knowledge Management and Communication Strategy for the CSOs
3. Brief introduction presentation for all CSOs, highlighting who they are, key interventions and key results for the past two years
4. Final report on the assignment

Duration and Timing of the Assignment

The assignment is planned to take place in between October 2022 and January 2023.

Qualifications

Minimum of a Master's Degree in Humanities, Media and Mass Communication, Communication for Development studies or another relevant field.

Experience

1. At least 10 years' experience in similar roles and assignments
2. Hands on experience as a KMC Specialist
3. Excellent programming skills
4. Good presentation and communication skills
5. Demonstrable experience in working with development focused NSAs

Application Process

Interested and qualified Mentors, Consultants and service providers are invited to apply. The service providers must submit the following documents/information to demonstrate their qualifications:

1. A technical proposal detailing applicants understanding of ToRs, proposed methodology, applicant's key member's CV. A separate financial proposal should be included in the submission
2. Contacts (email and phone number) of 3 former clients or referees.
3. A detailed list of similar assignments that the consultant has conducted in the past 3 years

Technical and financial proposals should be submitted to the addresses below, by 21st October 2022 at 17:00 hrs

Physical Address	Postal Address	Email Address
Tilitonse Foundation Plot No. 128, Lizulu Street Area 47 Sector 5 LILONGWE Malawi	Tilitonse Foundation P.O. Box 31815 LILONGWE Malawi	e.musiya@tilitonsefoundation.org with a copy to jobs@tilitonsefoundation.org