



**INTERAFRICAN BUREAU FOR ANIMAL RESOURCES
BUREAU INTERAFRICAIN DES RESSOURCES ANIMALES**

TERMS OF REFERENCE

Awareness Workshop on Knowledge Management Concepts and Practices for AU-IBAR

1. Background

The African Union Inter-African Bureau for Animal Resources (AU-IBAR), is a specialised technical office of the Department of Agriculture, Rural Development, Blue Economy and Sustainable Environment (DARBE) of the African Union Commission (AUC). AU-IBAR is mandated to support and coordinate the utilisation of livestock, fisheries, aquaculture and wildlife as resources for both human wellbeing and economic development in the African Union Member States (AU-MS).

The Vision of the AU-IBAR in the Strategic Plan 2018-2023 is an Africa in which animal resources contribute significantly to integration, prosperity and peace. In line with the Mandate and Mission of AU-IBAR, the Plan addresses AU-IBAR's priority themes of animal health, animal production, trade and marketing through a programmatic approach involving five strategic objectives that cut across the three thematic areas. They are human and institutional capacity utilisation and strengthening; promoting policy development and coherence for developing animal resources in Africa; coordination, participation and the African voice; active private sector engagement and knowledge management, information, communication & advocacy.

One of AU-IBAR's core functions is collecting, collating, analysing, storing, sharing, and disseminating data, information, and knowledge among relevant stakeholders. This is implemented through several activities outlined across the strategic areas, particularly objective five of the current strategic plan, which focuses on "improving the generation, dissemination and utilisation of knowledge for sustainable animal resources development."

Knowledge Management comprises a range of strategies and practices used by organisations to identify, create, represent, distribute, and enable the adoption of insights and experiences. Such insights and experiences comprise knowledge embodied in individuals or embedded in organisational processes or practice. Knowledge management further extends to aspects of leadership, strategy, cultural change, stakeholder relationship management and more.

Although knowledge management has been an established discipline since 1991, organisations have adopted different practices to enhance organisational objectives ranging from improving

performance, competitive advantage, innovation, to the sharing of lessons learned, integration of work processes and continuous improvement of the organisations. A common activity despite the practice has anchored on ensuring organisational learning by managing knowledge as a strategic asset and encouraging sharing of knowledge in organisations.

AU-IBAR enjoys a unique continental convening/coordination mandate and is a critical instrument for advocacy and knowledge management. However, AU-IBAR requires to be very well placed to implement knowledge management practices that would support the translation of technical recommendations into national, regional and continent-wide policies and procedures. Given the need to strengthen its current strategic objective on knowledge management in view of changing times, AU-IBAR seeks to engage a firm to provide awareness of knowledge management theories and practices. The awareness will provide foundation for greater appreciation of knowledge as a strategic resources by all organization staff.

2. Purpose & Scope

The awareness aims to strengthen staff understanding of existing concepts and practices on knowledge management for supporting AU-IBAR's competitive advantage/ strategic niche. The objectives of the awareness workshop include the following:

- Provide an understanding of Knowledge Management theories, concepts, professional standards, and practices.
- Introduce basic concepts that anchor knowledge management successfully in organisations.
- Provide awareness on the role of different technologies to boost and scale knowledge management, digital transformation and create work efficiency processes;
- Promote staff understanding towards a common framework of knowledge management in AU-IBAR.

The awareness workshop will provide a general awareness of knowledge management theory and practice by introducing key concepts and aspects of Knowledge Management. This awareness will also introduce participants to the role of the Knowledge Organisation and its importance in decision-making and stakeholder engagement processes. At the end of the workshop, staff will be expected to come up with a roadmap on their involvement as knowledge workers by providing different actual samples of Knowledge Management suited for use within the context of AU-IBAR that cuts across the domain of managing people, processes and technology.

The awareness workshop is expected to cover the following topics in Three (3) days.

- i. Introduction to history, common concepts/ models for practice of Knowledge management.
- ii. Introduction to essential concepts, methods and tools to anchor knowledge management successfully in organizations (such as a KM policy and strategy, leadership to establish the right knowledge culture, establishing communities of practice successfully, defining and optimizing key knowledge processes, using modern IT-tools and measuring the success of knowledge management. The implementation of knowledge management, including awareness campaigns.
- iii. Introduction to existing technologies to boost and scale knowledge management, digital transformation and creating work efficiency processes; highlighting relevant technologies that shape the knowledge economy. Understand the difference in tools such as office 365; content management systems; repositories; databases for digitalization of knowledge processes, collaboration tools and communication.
- iv. Guide and facilitate discussions on promoting staff understanding towards a common definition of knowledge management in AU-IBAR.
- v. Provide practical and contextualized exercises to understand the concepts and practices within the context of AU-IBAR.

3. Deliverables

- i. A detailed agreed syllabus and methodology prior to the training;
- ii. Notes and guides to support learning on each of the identified topics above
- iii. Report at the end of assignment highlighting lessons and recommendations arising from the workshop.

4. Requirements for Applicants

The successful firm should have qualifications and experience in knowledge management, change management and organization learning and development.

4.1 Qualifications

Lead Trainer should have a minimum of post graduate qualification (Co-trainer a Degree) in one or more of the following areas: Information/knowledge management; business administration, organisation development/ management; information systems, library, and information science, information and media, computer science, and public policy-

4.2 General Experience

- i. Work familiarization of at least 10 years in either knowledge management, change management or organization development;
- ii. Familiarization with regional and continental processes in sustainable development in Africa;
- iii. Evidence of knowledge and familiarization of key knowledge management theories, processes and history, including its evolution in practice and recent trends;

- iv. Familiar with various IT systems, and their role in organisation processes, digitalisation and collaboration.

4.3 Specific Experience

- i. At least 5 years working experience as a trainer in knowledge management or organisation development;
- ii. Demonstrated evidence of capacity building or training in knowledge management/ organisation development;
- iii. Evidence of familiarization and knowledge on existence of decision-making processes and procedures of regional, continental and global fora on agriculture or animal resources development; and
- iv. Evidence of formulating or designing mechanisms, guidelines, policies or strategies associated with knowledge management or organisation development.

4.4 Other Essential Skills and Experience

- i. Ability to translate theoretical/ complex concepts in knowledge management to new learners in Knowledge Management
- ii. Diplomacy and good interactive skills necessary for dealing with senior officials in Government, RECs, other regional organizations, and donor/development organizations in Africa;
- iii. Good networking skills and ability to maintain positive and constructive feedback;
- iv. Solid analytical and communication skills to a mixed audience (young/old) and,
- v. Proficiency in at least 2 AU languages would be an advantage.

4.5 Criteria for Evaluation & Award

The applications will be evaluated on the basis of (a) the relevant technical qualifications, experience and competence of the trainers and firm – 70 %; (b) financial proposal 30%.

Criteria	Scores (%)
Qualifications	15
General Experience	25
Specific Experience	35
Other skills	15
Proficiency in AU languages (at least in 2)	5

4.6 Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

5. Duty Stations

This training shall be provided online from the consultant's home base. The consultant is expected to have the appropriate facilities and equipment to undertake the assignment including provision of online meeting options.

6. Duration & Management

The duration of this assignment is 3 calendar days and will be under the supervision of the Snr. Human Resources and Administration Officer

7. Remuneration

The estimated cost for this assignment is US\$ 3,000 which should cover all professional fees only for online delivery of the training including the costs of any material to be shared with the attendees.

8. Submission of Application and Deadline

This request for proposals is open to firms or a consortium of individuals submitting the proposal as a consortium. Applicants are invited to express interest in undertaking the prescribed work and submit the following documents via email to the prescribed address:

- i. Detailed curriculum vitae of trainers
- ii. Profile of training firm
- iii. Declaration on exclusion criteria (see format attached)
- iv. Supporting documents/ references to previous work undertaken

The deadline for submission of technical and financial proposals is **24th July 2022 at 17:00 hours, Nairobi Local Time.**

The address for submission of applications is: procurement-20220624-2@au-ibar.org with the subject: **“Awareness Workshop on Knowledge Management Concepts and Practices for AU-IBAR”**