

## **TERMS OF REFERENCE - Knowledge Management, Monitoring & Learning Analyst**

### **TYPE OF CONTRACT: CONSULTANT FULL TIME (Remote)**

**DURATION: ONE (1) YEAR RENEWABLE, SUBJECT TO PERFORMANCE REACHED AND FUND AVAILABILITY**

### **Institute for Inclusive Digital Africa (IIDIA)**

IIDIA's vision is a continent where everyone enjoys the benefits and can fully participate in the digital economy regardless of their socio-economic status, gender, age, or location. IIDIA's mission is to contribute to the digital equity by assisting all stakeholders of the digital economy to define inclusive disruptive business models, continuously build the capacities of African leaders and professionals to bridge skills gaps, addressing digital literacy skills through sustainable approaches, provide technical backstopping to make the economics work out to achieve digital economy inclusion, researching and advocating for policies that support equitable growth in the digital sector. By doing so, IIDIA contributes to a more just society where everyone has a fair chance at success. IIDIA works with a range of partners from the digital ecosystem either private or public organizations including financial institutions, digital financial service providers, fintech, policy makers, regulators, telecom operators, aggregators, donors, etc. IIDIA is focused on digital inclusion and the development of the digital economy in Africa. This multifaceted intervention will help promote economic growth, political stability, and educational advancement. More information at the website [www.iidia.org](http://www.iidia.org)

### **Responsibilities**

*Ensures the design and implementation of monitoring policies and strategies:*

- Sets minimum monitoring and evaluation requirements across the projects and initiatives implemented by IIDIA as per donors' requirements;
- Facilitates the introduction of robust and systemic monitoring and evaluation tools to enable data collection and analysis of projects' results;
- Updates and maintains relevant monitoring databases and performs regular data analysis;
- Provides support to annual or programme-specific planning
- Elaborate periodical and annual reporting from the viewpoint of monitoring benchmarks and results;

*Facilitates knowledge building and knowledge sharing in the area of monitoring*

- Identifies and formulates lessons learned through monitoring to be integrated into broader the knowledge management system of IIDIA;
- Promotes a results-based approach to monitoring and emphasizing results and impacts;

*Good Practice Frameworks:*

- Develop and implement best practice frameworks to facilitate the capture, organization, and sharing of explicit and tacit knowledge across all projects and initiatives of the institute.

- Design and execute interventions to promote and showcase innovations across all projects and initiatives of the institute.
- Conduct research and development activities in knowledge management approaches and develop rollout strategies.

*Flagship Activities:*

- Support the development, planning, and execution of Knowledge Management & Learning events and activities to be developed and implemented by IIDIA.
- Review and update lessons learned in the implementation of such events and activities.

*Strategy, Policy & Governance:*

- Assist in KML policy design within IIDIA.
- Support the setting of standards for KML metrics and the design and management of corporate reports.
- Communicate, monitor, and report on assurance/audit reviews.

*Community Management:*

- Provide support to the IIDIA team to create and maintain or participate in communities of practice.
- Support the professionalization of the KML community across WBG.
- Assist in developing and maintaining resources and toolkits with technical inputs from consultants.

*Analysis:*

- Perform analytics to monitor and evaluate the effectiveness and return on investment of KML initiatives.

**Selection Criteria**

- Bachelor's degree in public policy research, economics, political science, development management, public administration, social sciences, Information Science, Data Science, Information Management, Business Administration, or a related field.
- 3 years of experience in monitoring, performance management or performance monitoring and reporting in development projects or programmes;
- 3 years of relevant KML experience, preferably in global/multinational corporate, consulting, or financial institution environments.
- Proved previous experience in data and information analysis;
- Strong familiarity with KM principles and best practices.
- Strong organizational, analytical, and problem-solving skills.
- Experience with KM systems and technology, content management systems, and collaboration platforms, including experience with AI.
- Excellent written and verbal communication skills and ability to establish positive working relationships at all levels.
- Ability to perform in fast-paced, high-energy environments.

## How to Apply

- Send your CV and Motivation Letter to the following email address:  
[iidia@iidia.org](mailto:iidia@iidia.org)
- Email should Object should include the position that you apply for: **Knowledge Management, Monitoring & Learning Analyst**