CARE Nederland is currently looking for a

Knowledge Management Consultant for the Every Voice Counts Programme

The knowledge management (KM) consultant support the consolidation of knowledge and learnings of the Every Voice Counts programme through designing and conducting learning events and the development of knowledge products.

Background about CARE Nederland and Every Voice Counts
We are CARE Nederland, part of CARE, an international development organization active in more than 90 countries. Originating from American food aid to Europe after the Second World War, we have been committed for 75 years to those who need it most. CARE strives for a world without poverty. We are committed to equal rights and fair distribution of wealth. We work in the most difficult places in the world. For the poorest, the most affected, the least heard. Together with local partners and communities, we save lives and ensure sustainable change. We do this by, among other things, providing emergency aid, facilitating female entrepreneurship and encouraging public participation in decision-making. We also make communities resilient against the effects of climate change and natural disasters. Our approach is pragmatic, and tailor made: In consultation with local partners and communities, we determine what is needed and what works. Because only together can we achieve sustainable results.

CARE Nederland’s Every Voice Counts (EVC) programme aims to contribute to inclusive and effective governance processes in six fragile and (post) conflict-affected settings (FCAS): Rwanda, Burundi, Afghanistan, Pakistan, Somalia, and Sudan. The programme is in partnership with the Dutch Ministry of Foreign Affairs (MFA) and aims to contribute to inclusive and effective governance processes in fragile settings. The EVC programme is being implemented by CARE Nederland (CNL), The Hague Academy for Local Governance, RNW Media, CARE country offices and local partners in each country. The EVC Theory of Change (ToC) addresses this by focusing on IG processes, referring to the extent to which governance processes provide space to overcome the systematic exclusion of disadvantaged groups seeking to participate in decision-making, in particular women and/or youth. It does so via four “domains of change”.

Box 1 – Every Voice Counts ‘Domains of Change’

<table>
<thead>
<tr>
<th>Domain</th>
<th>Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domain 1</td>
<td>is centred around empowerment of members of excluded groups on lobby and advocacy, as most members of excluded groups are affected by discriminatory social structures, lack awareness of their rights and responsibilities and have limited capacities to articulate and act on their needs.</td>
</tr>
<tr>
<td>Domain 2</td>
<td>focuses on strengthening the advocacy role of civil society as it has a key role to play in lobbying on behalf of excluded groups and in holding public authorities and other power holders to account.</td>
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<tr>
<td>Domain 3</td>
<td>is about responsive public authorities and other power holders. We believe that responsiveness increases when public authorities and other powerholders have stronger capabilities as well as stronger incentives to act in reaction to people they serve.</td>
</tr>
<tr>
<td>Domain 4</td>
<td>focuses on expanding and strengthening space for dialogue and negotiation. We believe that increased engagement and effective interaction between all actors leads to policies and practices that better take into account the interests of excluded groups.</td>
</tr>
</tbody>
</table>

Source: Every Voice Counts Theory of Change

1 Additional information about EVC can be found on CARExpertise: https://www.carenederland.org/carexpertise/theme/governance-stability/

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Acquisition with regard to this advertisement is not appreciated.
Objectives and expected outcome
As guided by the EVC Programme & Knowledge Manager, a team of Knowledge Management consultants will support in designing learning events and in documenting, analysing and packaging knowledge, learning, tools and approaches that consolidate knowledge of the last 5 years of EVC implementation.

Specifically, the objectives of the consultancy include:

- Designing and conducting (virtual or in-person) country-level learning events for each EVC country and a (virtual) global learning event for the EVC programme to share learnings and experiences with country and programme-level EVC stakeholders including women and youth as impact groups.
- Consolidating knowledge and learnings into knowledge products that can leave an EVC legacy that will be useful for donors and practitioners, especially future programme developers and implementers of inclusive governance programmes.

Expected Methodologies and Outputs

Learning events: The consultancy will design the programmes for the learning events both at country-level and globally. They should be interactive and engaging, using innovative online meeting convening methods and bringing together actors from various fields with the goal of sharing learnings and experiences. If a country chooses to host their event in-person in-country, the consultancy will also support the country team in developing their programme.

Country learning briefs: These briefs will be based on the information that is shared during the country-level learning events, complemented by existing programme learning from the country-level evaluations and other relevant programme documentation. Each should be no more than 10 pages, excluding annexes, with an executive summary of one page that should be written to stand alone as a separate document.

EVC global report: The programme-level report will be based on the global programme-level learning event, complemented by existing programme learning from the programme-level and country-level evaluations and other relevant programme documentation that reflect operational or/and strategic learnings. It should be no more than 25 pages, excluding annexes, with an executive summary of two pages that should be written to stand alone as a separate document.

EVC compendium: A compendium of tools, guidelines and approaches will bring uniformity to different products already developed within the EVC programme. These documents will be brought together, restructured, and republished in a uniform and attractive manner to consolidate all learning and bring everything together in one communicative package.

Summary of outputs

1. 6 detailed programmes for the country-level learning events (with specific session objectives, methodologies and outputs)
2. 1 detailed programme for the global learning event (with specific session objectives, methodologies and outputs)

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3. 6 country learning briefs consolidating the key operational and strategic learnings at country-level
4. 1 global report consolidating the key operational and strategic learnings at programme-level
5. 1 compendium of tools, guidelines and approaches that are proven effective by the EVC programme

Note: The outlines of the documents will be agreed by the consultancy and CARE NL. CARE NL retains the right to request additional, smaller deliverables as necessary within the scope of the consultancy.

Target audiences
The country-level events will be attended by a wide array of stakeholders that were involved in the programme (from impact groups to government authorities, Dutch embassy representatives and programme staff) as well as in-country experts (including donors, academe) outside of the programme, complemented by various CARE Nederland and CARE International staff. The country learning briefs will be geared primarily toward the respective CARE country office, partners and donors.

The global event will bring together representatives from each country, as well as global-level experts on Inclusive Governance, donors and CNL EVC staff. The EVC global report will be written for CARE country offices and members, peer organisations, and donors (i.e., Dutch MFA).

The compendium of tools, guidelines and approaches will be for use by CARE and partners, but also peers and donors. For CARE, civil society partners, and peer organisations: they will be used to improve future inclusive governance programming. For donors, it will be used to inform policy decisions on funding and implementing IG programming.

Timeline for the consultancy

<table>
<thead>
<tr>
<th>Key Outputs</th>
<th>Date</th>
<th>No. of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 detailed programmes for the country-level learning events (with specific session objectives, methodologies and outputs)</td>
<td>30 September: 3 countries 15 October: 3 countries</td>
<td>12</td>
</tr>
<tr>
<td>1 detailed programme for the global learning event</td>
<td>15 November</td>
<td>2</td>
</tr>
<tr>
<td>6 country learning briefs</td>
<td>30 October: 3 countries 10 November: 3 countries</td>
<td>30</td>
</tr>
<tr>
<td>1 global report consolidating the key operational and strategic learnings at programme level</td>
<td>First draft: 9 December Final draft: 12 December</td>
<td>7</td>
</tr>
<tr>
<td>Compendium of tools/guidelines and approaches</td>
<td>First draft: 25 November Final draft: 30 December</td>
<td>5</td>
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<tr>
<td>• review quality, readability and user-friendliness of 6 documents (3 tools/guidelines and 2 approach papers developed by the programme + 1 approach paper developed by this consultancy)</td>
<td></td>
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<tr>
<td>• ensure consistency of presentation and design</td>
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<tr>
<td>• finalised pack for wider sharing</td>
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<tr>
<td>Total no. of days</td>
<td></td>
<td>56</td>
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</table>
The consultancy will be managed by Lori Cajegas, Programme Manager of EVC and will be supported by Berlinda Nolles, Knowledge Manager of CARE NL.

The consultant will have support from the Policy, Research, and Communications Officer at CARE NL and Policy, Research, and Communications Trainee at CARE NL. In addition, the CARE NL project manager for each of the countries will play a supporting role for each country learning event and report alongside the CARE Country Offices implementing EVC.

Additional consultants will support EVC during the final months including a communications consultant to create human interest stories and a researcher to investigate how EVC’s four domains of change and their associated assumptions contribute toward inclusive governance programming in fragile and (post) conflict-affected settings. The KM consultant will communicate regularly with these other two consultants to ensure knowledge is being shared efficiently and to ensure the final products for EVC achieve consistency and complementarity.

**Budget**
The consultant or team of consultants will work for a maximum of 56 days (in total) at Eur 550/day from the period of 10 September 2020 to 30 December 2020. The total consultancy fee is Eur 30,800 (excluding VAT).

**Required qualifications**
Qualifications and experience required:
- Experience with policy research related to decentralization and inclusive governance;
- Experience with inclusive governance programmes;
- Familiar with socio-political dynamics in fragile and (post) conflict-affected settings;
- Experience with qualitative research methods;
- Familiar with the countries in question;
- Proficiency in writing research and communications products;
- Fluent in English, French and/or Arabic an asset but not required;
- Proven track record in independent consultancy;
- Proven track record in research and publication.

**Recruitment process**
For inquiries and submission of interest, please email Lori Cajegas (EVC Programme Manager), CARE NL ([cajegas@carenederland.org](mailto:cajegas@carenederland.org)) and cc Katie Whipkey (EVC Policy, Research, and Communications Officer) no later than 24 August 2020.

Please include the CVs of the proposed team with publications listed, a writing sample, and a quote for services when submitting interest.

Note: In principle, we are looking for a team of consultants. If, however, you are an individual consultant and you have capacity/experience in a certain sub-set of tasks, please indicate your interest in those specific tasks, as we could potentially match multiple individual consultants together to deliver on the full set of deliverables.

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