Job Title: **KNOWLEDGE MANAGEMENT SPECIALIST**

Project: USAID Sustainable Forest Management

Reports to: Chief of Party

Location: Hanoi and frequent travel to the Project provinces

Date: April 2023

DAI organization and values

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

Project Background

The USAID Sustainable Forest Management Project (the Project) works with the Government of Vietnam (GVN) to reduce carbon emissions associated with deforestation, the degradation of natural forests, and poor plantation management. The Project implements a "Green Prosperity" approach that strengthens local communities' ability to protect their natural resource base and reduce emissions while building a strong foundation for sustainable livelihoods and equitable economic growth.

The Project works in seven provinces (Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri, Quang Nam) and focuses on five objectives:

1. Improve and expand community forest management
2. Increase conservation-friendly enterprises in forest-dependent communities
3. Increase functionality of law enforcement system for forest crimes
4. Improve production forest management practices
5. Mobilize domestic resources for forest management and protection

The Project is implemented during the period 2020-2025 by DAI in collaboration with RECOFTC and Preferred by Nature as partners, with the Ministry of Agriculture and Rural Development (MARD) as the counterpart and the Management Board of Forestry Projects (MBFP) as project owner.

Overview of the Position

The USAID Sustainable Forest Management Project is a large project being implemented from central to provincial and grassroot levels in seven provinces and is reaching a wide range of target audiences, including target beneficiaries, communities, and forest users/owners, as well as policymakers, government counterparts, and external audiences and donors interested in the Project's findings. The Project's communications objectives are twofold: first, to increase visibility and raise awareness about sustainable

forestry practices and second, to influence behavior and policy change to better achieve the Project's goal of reduced carbon emissions.

Currently at its mid-way point, the Project has already begun to generate valuable knowledge, tools, and data on topics, such as Community Forest Management (CFM), Conservation Friendly Enterprises (CFEs), Non-Timber Forest Product (NTFP) value chains, forestry law enforcement, sustainable forest management, large-timber plantation, forest certifications, Payment for Forest Environmental Services (PFES) and Carbon Payment for Forest Environmental Services (C-PFES).

From the third year of Project's life, it is an important time for capturing, creating, organizing and sharing the Project's knowledge from the national to grassroot level and relevant stakeholders of the Project. The knowledge will come from the Project's technical materials, training documents, best practices, viable business models, experience. Knowledge products could be published papers, professional reports, toolkits, manuals or guidelines, success stories, photos, video clips and others. Communications aim to cover the main Project's audiences and needs: at the government level for Central government level (MARD/CPMU), at the Provincial level authorities (seven PPMUs), MARD provincial authorities (FPD, DARD), communes and private sector beneficiaries, Project's staff at central and provincial levels and other stakeholders. To capture knowledge and communication products for better sharing to wider groups of stakeholders, including the Project's beneficiaries, the Project recruits a Knowledge Management Specialist.

The KM Specialist will work closely and receive guidance from the Communications and Learning Advisor, and will report directly to the Chief of Party (COP).

Roles and Responsibilities:

The Knowledge Management Specialist will work with the project's technical team to collect and store knowledge, lessons learned, or tools over the life of project. The KM Specialist is expected to turn these lessons learned and tools into products that can be disseminated to various audiences both locally and internationally. The KM Specialist will collaborate with Technical Specialists to develop their content into appropriate materials (toolkits, manuals, training slides, etc.) and provide guidance on appropriate dissemination strategies to ensure that these products live on beyond the life of project.

Knowledge management

- Identify opportunities from completed activities or consultant reports, current, activities, and future activities for developing practical knowledge products;
- Lead the production of knowledge products and tools, working directly with the technical leads to develop ideas, concepts, or lessons learned into products such as manuals, guidelines, toolkits, or other practical information documents such as briefs or blogs;
- Lead development of an internal digital **Knowledge Library** (containing technical tools, trainings, in-depth technical reports, and other knowledge products/tools), working with key internal stakeholders to identify key topics and library structure, and develop a tagging/tracking system to keep knowledge products well organized;
- Support the day-to-day oversight and maintenance of the internal digital **Communications Library** (containing the Project's growing collection of outreach and communication materials);
- Oversee the day-to-day maintenance of both library collections and dissemination of products, working with the internal team to identify appropriate medium for project's learning, tools, and key accomplishments;
- Develop simple user guidelines to inform staff on how to add, access, or adapt products in both the **Communications Library** and **Knowledge Library;** and
- Develop and regularly improve tagging and organizational system for both the **Communications Library** and **Knowledge Library,** including receiving and tracking team feedback to continuously improve them.

Knowledge dissemination

- Develop strategies for knowledge dissemination, ensuring that the right audiences are gaining access to the materials through identified/approved channels and platforms, both international and

local, following guidance from the Communications and Learning Advisor and from senior management;

- Identify new opportunities to disseminate and share Project knowledge, including with external stakeholders and online platforms, including within DAI, other USAID programs, and local partners. Pitch opportunities to communications and senior management, and take steps to pursue approved dissemination platforms/channels for knowledge sharing;
- Work with external local institutions, partners, or organizations to store and disseminate knowledge products and tools, ensuring these materials will live on beyond the life of project; and
- As appropriate, organize roundtables or seminars for dissemination of lessons learned and other knowledge products, collaborating with key local and international partners, as necessary.

Other communications-related

- Support production of mandatory USAID reports and deliverables, as needed, to ensure the timely delivery of quality reports;
- Provide inputs on tools to support Project communications, outreach, and knowledge sharing, including standard toolkits and guidance for developing products, tailored for specific audiences;
- Support the Project Team to identify and capture stories and communications content;
- Support implementation of the pipeline of communications deliverables and products, for overall Project communications and outreach; and
- Other required tasks by Communications & Learning Advisor or COP.

Qualifications:

- A bachelor's degree in project management, business administration, data management, information systems, monitoring, communications, international development, or other related fields;

- At least five years of experience working on USAID-funded or other international donor-funded activities;

- Experience working in environmental sector and/or social development issues, especially in forestry sector in Vietnam, preferred but not required;

- Demonstrated ability to turn complex concepts, ideas, and knowledge into simple, easy-to-digest products required;

- Good understanding of data/file/information/knowledge management approaches, including tracking, tagging, and filing systems as well as strategies for knowledge sharing/dissemination;

- Knowledge of issues related to forestry activities, including linkages between government, commune, and private sector beneficiaries a plus, but not required;

- Strong communication skills in both written and spoken English and Vietnamese;

- Ability to work as an active member of teams, and in a varied cultural and institutional context; and

- Vietnamese nationality only.

How to apply and requested documents

Individual interested candidates are requested to submit:

- Updated CV in English.

- Cover letter in English indicating why the applicant is suitable for this position along with current contact details of at least three referees.

- Scanned copy of related degrees.

Via email to our recruitment email at VietnamSFM@dai.com. Please quote the position title in the subject line: **"Candidate's full name_KM Specialist"**

Deadline for application: 5.00 p.m. (Hanoi time), April 21, 2023

Recruitment will be on rolling basis. The position may be closed earlier if appropriate candidate is selected before application due date.

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To learn more about DAI, please visit our website: https://www.dai.com/

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