

Terms of Reference: UN-REDD Programme Knowledge Management Action Team

Endorsed by MG 1 August 2012

UN-REDD PROGRAMME



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Terms of Reference

UN-REDD Programme Knowledge Management Action Team

Background

In the terms of reference for the UN-REDD Programme Management Group (MG), created in May 2012, it is stated that the MG will, "Establish interagency Action Teams to develop concrete and actionable recommendations to the MG on how to resolve specific problems that may be impeding or preventing the efficient and effective delivery of high quality services and results." The remit for the interagency Action Teams will be specified in terms of reference (ToR) that are developed by the Secretariat and approved by the MG. With assistance from the Secretariat, the MG will hold these Action Teams accountable for providing recommendations in accordance with deadlines to be specified in the ToR for each Action Team.

The concept for interagency actions teams stems from the UN-REDD Programme staff retreat conducted in May 2012. They are intended to be small, effective groups with a clear mandate to address a specific topic that requires cooperation and collaboration between the Participating UN Organizations (FAO, UNEP and UNDP) and/or between the Participating UN Organizations and the Secretariat. Each team will include knowledgeable staff from whichever Participating UN Organizations and/or the Secretariat that have an important perspective that must be accounted for in order to successfully resolve the issue to be addressed.

In response to the recommendation from the UN-REDD Programme Staff Retreat 2012 to develop a Programme wide Knowledge Management (KM) strategy, the MG decided to establish an Action Team to recommend immediate next steps and prepare a draft strategy to address the short and medium-term KM needs of the UN-REDD Programme. This will build on existing information sharing activities and the Programme's corporate external communication strategy endorsed by the MG in July 2012. At a MG meeting on 27 June, 2012, it was decided that it was a priority to create and convene a Knowledge Management Action Team.

Current KM Context in the UN-REDD Programme

As the UN-REDD Programme grows and delivers to an increasing number of partner countries, it requires adequate Knowledge Management (KM) resources and practices to generate, capture, store, analyse and share knowledge so that it can learn lessons from the past and apply them to inform planning and delivery in the future. The UN-REDD Programme's current resources and systems for knowledge management, which focus on information sharing, are unlikely to be sufficient to service the evolving needs of the Programme over the next five years.

Since 2011, the Programme has had a part-time KM consultant, based in New York City on a UNDP contract who, among other things, handles the ongoing maintenance and improvements to the UN-

REDD Programme workspace, and who is also working on a draft KM strategy. The consultant's contract ends at the end of October, and plans are needed for how to move forward with the management of the UN-REDD Programme workspace and for addressing the broader KM needs of the Programme. The Programme also needs to ensure that moving forward, work being done in the area of monitoring and evaluation of the Programme feeds effectively into KM activities.

Deliverables of KM Action Team

1. **A draft KM Strategy for 2013-2015**, which will include an analysis of existing KM arrangements and identified gaps within the UN-REDD Programme, proposals for new KM activities and systems, identified roles and responsibilities, an annual work plan and proposed budget.
2. **A draft ToR for a longer-term KM focal point** to assume the management of the workspace beyond October 2012, and lead the finalization and implementation of the 2013-2015 KM strategy. This ToR would take into account the ToR for the Monitoring and Evaluation position, to ensure complementarities between the two, and avoid any duplication of roles and responsibilities.

Work Modality

The Action Team will consist of a member from each of the Participating UN Organizations, the current KM consultant in New York, and will be coordinated by the communications officer at the Secretariat. Ideally, each nominated member of the team should have some expertise in KM. Members will participate in conference calls and will advance individual tasks and responsibilities agreed to by the Team.

Reporting Lines

The Action Team will report back on the progress of this work and seek guidance as necessary from the MG. The Action Team will produce its deliverables, in accordance with the needs of the Programme. The Action Team will be responsible for final proposals to be submitted for MG approval.

Timeline

- KM Action Team to hold its first teleconference call no later than two weeks after all members are nominated by the MG, in order to agree on a work plan to meet the following deadlines for deliverables:
 - o A draft KM strategy to be presented to the MG no later than three months after the Action Team's first teleconference call.
 - o ToR for a longer-term KM focal point to be presented to the MG no later than one month after the Action Team's first teleconference call.

Budget:

- **Staff time of members from Participating UN Organizations:** an estimated average of two-three hours per week per member, over a period of 14 weeks.
- **Staff time of KM consultant and Secretariat staff:** estimated average of 8-10 hours per week per member, over a period of 14 weeks.