

TERMS OF REFERENCE

Consultant – Technical Assistant (Knowledge Management)

Rationale:

The Civil Society Coalition on the Convention on the Rights of the Child (CRC Coalition) is an alliance of local and international child-focused organizations. It aims to lead civil society efforts towards strengthening government accountability through monitoring the implementation of the United Nations Convention on the Rights of the Child (UNCRC).

The CRC Coalition aspires to be the go-to institution for child rights monitoring and latest data and information on Child Rights in the Philippines. In line with this, the Coalition needs the assistance of a technical assistant consultant to organize and put together knowledge materials and references for easy access and to ensure maximum utilization.

Scope of Work:

The Consultant – Technical Assistant (Knowledge Management) will be responsible for the review, organizing and communication of reference materials especially those produced and published by the Coalition, including materials to improve efficiency of on boarding of new members and consultants to the Coalition, and will work closely with the Secretariat Coordinator.

Specific Responsibilities

The Consultant is expected to:

- Review all available documents and reference materials.
- Organize materials to make sure these are easily accessible and utilized.
- Prepare an onboarding kit and presentations for new Coalition members and consultants.
- Provide recommendations on how to improve knowledge management at the Coalition.
- Assist the Secretariat in Knowledge Management concerns and tasks.

Qualifications:

The Consultant must have:

- a) A bachelor's degree in development studies, social science, communications, or related field
- b) A minimum of 5 years of experience in development work
- c) Knowledge on child rights
- d) Excellent written and verbal skills in English

The Consultant is preferred to have:

- a) Experience in knowledge management
- b) Prior experience working with the Coalition

Work Arrangement

Remote

Contract Period

This is for urgent hiring. The contract should start as soon as possible and will end by December 2021.

Compensation

The compensation for the Consultant is commensurate with the work required for an intermediate level consultative position.

Application Procedure

Interested applicants must submit a letter of interest and curriculum vitae to CRC Coalition (secretariat@csc-crc.org) on or before December 8, 2021.

Please be advised that only shortlisted applicants will be contacted.