



Knowledge Sharing Meeting Session

Development Consultant and Event Facilitator

CONSULTANT SCOPE OF WORK

Hiring Organization: Save the Children US
Location: Washington, DC

Background

The Implementer-Led Design, Evidence, Analysis and Learning (IDEAL) Activity is a five-year award, funded by USAID's Office of Food for Peace (FFP) and implemented by the consortium of Save the Children (lead agency), the Kaizen Company, Mercy Corps and TANGO International. IDEAL's goal is to strengthen food and nutrition security among FFP-target populations through the promotion of systems-level approaches to improving the design, implementation, and overall effectiveness of emergency and development food security activities. IDEAL has three purposes:

- Purpose 1: Sustainable mechanisms for strengthening implementing partner/community of practice capacity in essential elements of quality programming established.
- Purpose 2: Meaningful analysis for adaptive management of food security activities consistently developed, applied, and shared by implementing partners and communities of practice.
- Purpose 3: Sustainable linkages between IPs, FFP, and other stakeholders developed to improve collaboration, coordination, and efficient action around common goals.

IDEAL seeks to achieve these purposes through multiple pathways, one of which is peer-to-peer collaborative learning. Recognizing the value of face-to-face events in inspiring collaborative learning, IDEAL will convene development and emergency food security implementers at knowledge sharing meetings (KSM). While KSMs are targeted towards USAID-funded activities, IDEAL will also bring in thought leaders from academia, private sector, and government to provide an invaluable 3-day knowledge exchange opportunity. IDEAL and its associate awards will host trainings and workshops before and/or after the KSM to round up a whole week of learning.

Each year, IDEAL will host one KSM in Washington, DC and another in an FFP priority region. The first KSM, which is the focus of this consultancy, is slated for June 8-12, 2020 in Dubai, UAE. IDEAL estimates around 200-225 participants. Specific objectives for the Dubai KSM include:

- To cultivate productive spaces for USAID-funded food security implementers, donors, and other key stakeholders to learn from one another's implementation experiences, including successes, failures, and innovations;
- To strengthen relationships among the development and emergency implementers, specifically those in the Middle East, East Africa, and Asia; and
- To increase awareness around IDEAL's purposes and pathways with which implementers, especially the emergency community, can engage and leverage for continued collaboration and learning.

Consultant Responsibilities

The KSM session development consultant and event facilitator will support the design and planning of the KSM sessions and facilitate the 3-day KSM. The consultant's main point of contact within the IDEAL team will be the Knowledge Management Sr. Specialist; he/she/they will also work closely with the Communications and Knowledge Management team and IDEAL's food security technical team. Specific tasks are outlined below.

1. Support the strategic design and implementation of the KSM

The consultant will participate in planning meetings and provide strategic insights on approaches to KSM planning. The consultant will support the IDEAL team to ensure that our approaches and the design and implementation of the KSM reflect the expressed interests and needs of multiple stakeholders.

2. Co-author the request for session submissions

IDEAL will invite the food security and nutrition community to submit presentations according to the KSM theme and tracks through the dissemination of an "RFSS" or Request for Session Submissions.

- Support the writing of the RFSS, which will include a reference document and a template for submissions for each of the following presentation formats:
 - Concurrent plenary sessions
 - Lunch table topics
 - Fail Fest
 - FSN Centrale (exhibit booths)
- Clearly outline the selection criteria and a rubric for reviewers to use.

3. Design KSM sessions from session submissions

Once submissions are received, the consultant will:

- Support the review of submissions, working with a roster of technical staff, to:
 - Design concurrent sessions with panels of speakers whose topics supplement and complement each other.
 - Select lunch table topics and FSN Centrale exhibitors that support the overall KSM theme.
- Liaise with members of the IDEAL team to identify and orient moderators for the concurrent sessions.

4. Support session planning

- Facilitate planning calls and meetings with concurrent session presenters to reach consensus around session objectives, content focus, and session modality. Recommend modalities that encourage participation, dialogue, and knowledge sharing. Provide feedback on final session outline submitted by presenters. Document all planning calls and meetings.
- Facilitate planning calls with lunch table presenters to ensure high quality session content and delivery. Document all planning calls and meetings.
- Where appropriate, encourage the use of audience surveying technologies (e.g. Mentimeter, Polling and Q&A from the event mobile app).
- Support planning for non-outsourced sessions, including, but not limited to: Small Grants Pitch, Closing Learning Session, and Fail Fest.
- Track progress of all sessions on a session planning spreadsheet. Communicate progress to the Knowledge Management Sr. Specialist during weekly calls.
- Support the review of final slide decks (if any) for quality and coherence.

5. Facilitate the 3-day knowledge sharing meeting

- Develop the facilitator's guide. Work with the IDEAL Communications and Knowledge Management team to incorporate relevant logistics and operations elements to the guide.
- Travel to Dubai, UAE and perform master of ceremonies duties for the 3-day KSM, facilitating connections between topics, tracks, and people. Introduce ice breakers when necessary.
- Support the IDEAL team in ensuring smooth operations during the event, including preparation meetings and run-through with the event venue staff and operations team.

6. Reap learning from the KSM

- Facilitate and document the After-Action Review (AAR) with the IDEAL team. Suggest recommendations for future KSMs.

The consultant may be asked to carry out other tasks deemed necessary.

Timeline, Deliverables, and Level of Effort

Timeframe	Activity	Deliverable	Level of Effort
January 21-22, 2020	Onboarding	N/A	0.5 day
January 22-February 5, 2020	Co-author the Request for Session Submission (RFSS)	RFSS: reference document and template for submissions	6 days
March 2-20, 2020	Design concurrent plenary sessions	Draft agenda	6 days
March 23-April 24, 2020	Support session planning for concurrent plenary sessions and non-outsourced sessions	Outlines for all sessions Final agenda	20 days
May 18-22, 2020	Prep to facilitate the KSM	Facilitator's script/guide	5 days
June 5-12, 2020	Travel to Dubai, UAE to facilitate the KSM	In-person attendance during preparation meetings and the KSM	5 days (exclusive of travel)
June 15-17, 2020	Facilitate and document the AAR	In-person/virtual attendance	0.5 days
January 21-June 17, 2020 (throughout the consultancy)	Active participation in planning meetings	N/A	15 days
Total LOE			58 days

Consultant Competencies

To be successful in this role, the consultant must be:

- Experienced in participatory meeting design
- Experienced in guiding presenters to reach consensus on session objectives, content focus, and session modality
- Experienced in leading/facilitating large events or meetings
- Knowledgeable and experienced in incorporating adult learning techniques for multiple session modalities
- Knowledgeable in food security and nutrition development and emergency issues. Middle East contextual knowledge a plus.
- Knowledgeable about USAID Food for Peace programming and strategic priorities preferred
- Exceptionally organized
- Fluent in English

How to Apply

Submit the following to Camille Tacastacas, ctacastacas@savechildren.org:

- Resume and/or professional website
- Cover letter
- A detailed budget covering all costs related to the consultancy, including planning, preparation, facilitation, travel, and communications
- Three professional references

Use “KSM session development consultant and event facilitator” as the subject of the e-mail. No phone calls, please. Only potential interviewees will be contacted.