

TERMS OF REFERENCE FOR CONSULTANTS

1. ADB will engage the services of international and national consultants on an individual basis, as the required skills and qualifications are diverse and might be difficult to source from one single consulting firm. Knowledge management is a new areas and design of the TA requires diverse skills on institutional development, knowledge management, informational technology (IT) and legal services, as well as economists. A team of 9 experts would be required to deliver the envisaged outputs of the TA, comprising 4 international experts for 10 person-months and 5 national experts for 23 person-months. Payments under contracts will be output based.

Internationals	Person months
Institutional Development (knowledge management) Specialist	3
Information Technology Specialist	3
Capacity Building Specialist (knowledge management)	2
Policy Development Specialist	2
Nationals	
Program Coordinator/Institutional Development (Knowledge Management) Specialist	10
Legal expert	3
Information Technology Specialist	3
Capacity Building Specialist (knowledge management)	4
Policy Development Specialist	3

A. General requirement.

2. All consultants will be required to assess the current gaps, existing arrangements in each area of intervention in comparison with international best practices, and recommend/design solutions accordingly. The final output will include the action plan for future implementation.

B. Scope of Work.

3. For output 1. The consultants will (i) prepare a legal and institutional framework for knowledge management; (ii) develop a proposal to set up government KMS as an integrated platform, including the design of IT infrastructure to store, search, share disseminate and monitor use of the KPS; (iii) set up a piloting of the KMS in one of the government agencies; and (iv) conduct training for selected government agency's staff on knowledge management systems.

4. For output 2. The consultants will prepare a database of ADB's tacit knowledge to be included into ADB's K-Nexus. Consultants will prepare a priority list of the knowledge products, in consultation with ADB and in compliance with government's development program and prepare a policy paper/discussion note for government's policy makers. Consultants will review government's current TA implementation mechanism and recommend on more sustainable ways of KPS delivery drawing ADB's and other development partners experience.

C. Team Composition

5. International **Institutional Development (Knowledge Management) Specialist (International, 3 person months)**. The expert will review country's legal and institutional

framework on knowledge management, advise on the relevant international best practice and recommend on the institutional set up of the KMS, including legal aspects. The expert will work closely with Information Technology Specialist to design the integrated platform for KMS. The expert will also be required to impart training to selected government staff on knowledge management and dissemination. The expert will have a Master degree in the relevant field and at least 10 years of international experience in institutional development and 5 years of experience in knowledge management. Experience in the region would be preferred.

6. **International Information Technology Specialist (3 months, intermittent).** The expert will be responsible for designing the IT infrastructure and preparing technical specifications for the KMS. The expert will be required to assess the relevance of current IT potential of SAPSSA and advise on the additional IT infrastructure and staff required for full operationalization of the KMS. The IT expert will closely work with Institutional Development Specialist to design the technical specifications of the KMS. The expert will have a Masters degree in computer science, information technology or relevant field with at least 7 years of experience in designing IT related infrastructure and IT solutions practices.

7. **International Capacity Building Specialist (2 month, intermittent).** The expert will be responsible for build capacity in government institutions on knowledge management including capturing, usage and dissemination of knowledge. The expert will have a Master degree in relevant field with at least 7 years experience in capacity building of government institutions, particularly for knowledge management. Experience in the region would be preferred.

8. **International Policy Development Specialist (2 months, intermittent).** The expert will prepare a policy paper/discussion base on ADB's tacit knowledge. The expert will consult the database prepared by the team and prioritize minimum three knowledge products¹ in consultation with ADB. The expert will use the updated information to prepare discussion notes. The expert will have a Master degree in economics or business administration or Policy Studies with minimum 7 years of experience in preparing public policies in developing countries.

9. **National Program Coordinator/Institutional Development Specialist (national, 10 months, intermittent).** As Program Coordinator, the expert is required to ensure that all deliverable under the two Outputs and in DMF are delivered in time with quality. The expert will also be responsible for developing and managing a monitoring system to monitor progress and performance of the project, periodic reporting, and coordinating meetings; coordination of national and international experts, liaison with the implementing agencies, government, and ADB. As Institutional Specialist, the expert will work with the international expert in designing the institutional set up of KMS, collect all necessary information/data/reports for review of legal and institutional framework and help in identifying the stakeholders for knowledge management. The expert will have a Master degree in related field with at least 10 years of experience of similar works and one assignment as Program Coordinator/Team Leader. Proficiency in written and spoken English is desired.

10. **National Legal expert (3 months, intermittent).** The expert will provide legal advice to international and national experts to ensure the recommended arrangement comply with national legal framework and prevailing laws. The expert will work closely with the experts and would also provide assistance to the implementing agencies in issues that require legal review, legal amendments or may have legal implications. The legal expert will review the current legal

¹ This knowledge product (or tacit knowledge) can be ADB's stand alone studies, researches conducted under ADB's technical assistance or loan projects, etc.

framework for TA delivery and recommend on ways to ensure sustainable knowledge service delivery drawing from experience of ADB and other development partners. The expert will have a degree in law and at least 7 years of relevant experience, include 5 years of experience working with international institutions.

11. **National Information Technology Specialist (3 months, intermittent).** The expert will support international IT specialist to design the IT infrastructure and prepare technical specification for the KMS. The expert will be responsible for collecting the required data and information, assisting in assessment of SAPSSA's current potential of IT infrastructure and staffing. The expert will have a Bachelor degree in computer science, information technology or related field with at least 5 years of experience in designing IT related infrastructure and IT solutions practices.

12. **National Capacity Building Specialist (4 month, intermittent).** The specialist will be support international expert in building capacity of government institutions on knowledge management including capturing, usage and dissemination of knowledge. The expert will also conducting hands on training for government agency staff. The expert will have a Bachelor degree in related field with at least 5 years of experience of similar tasks.

13. **National Policy development Specialist (national, 3 months, intermittent).** The expert will support international expert in preparation of policy papers/discussion notes based on ADB's tacit knowledge. Responsibilities also include collection of required data, information and reports, proofreading the Azerbaijani version of the of the reports. The expert will have a Master degree in economics, business administration, or policy studies with minimum 6 years of experience in related works.