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NATIONAL CEREALS RESEARCH INSTITUTE (NCRI) BADEGGI

Terms of Reference for Engagement of Knowledge Management and Communication Specialist

Minimum number of years of relevant experience required: 1yr ☐ 5yrs ☐ 15yrs+ ☐

Name:		
Job Title: Knowledge Management and Communication Specialist		
Division/Department: FAO-GEF 8 FSIP		
Programme/Project Number: GCP /NIR/11236/GFF		
Location: Niger and Kebbi States		
Expected Start Date of Assignment: September 2026	Duration :	Initial three years with possible of extension
Reports to: Chief Technical Adviser		
GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED		
Project Title: Transformation to Sustainable Crops, Livestock and Aquaculture Food Systems in Nigeria Programme: GEF-8 Food Systems Integrated Program (FSIP) GEF Implementing Agency: Food and Agriculture Organization of the United Nations (FAO) Executing Entity: National Cereals Research Institute (NCRI) Position: Knowledge Management and Communications Specialist Duty Station: Project Management Unit/NCRI, with regular travel to project States and landscapes Duration: 3 years with possibility of extension Reporting to: Chief Technical Adviser (CTA) Works closely with: National Project Coordinator (NPC), MEAL Specialist, State Project Coordinators, PMU technical specialists, FAO Project Manager, FAO Lead Technical Officer and relevant project partners 1. Background The Government of Nigeria, with financing from the Global Environment Facility (GEF) and technical support from the Food and Agriculture Organization of the United Nations (FAO), is implementing the project “Transformation to Sustainable Crops, Livestock and Aquaculture Food Systems in Nigeria” under the GEF-8 Food Systems Integrated Program (FSIP). The project seeks to support the transformation of crop, livestock and aquaculture food systems through integrated approaches that enhance environmental sustainability, climate resilience, food security and livelihoods while generating global environmental benefits. Project interventions promote sustainable production systems, integrated landscape management, restoration of degraded ecosystems, inclusive and sustainable value chains, institutional strengthening, private-sector engagement,		

access to finance, gender equality, social inclusion, knowledge exchange and evidence-based scaling of successful approaches.

FAO serves as the GEF Implementing Agency, while the National Cereals Research Institute (NCRI) serves as the national Executing Entity. A Project Management Unit (PMU), headed by the Chief Technical Adviser (CTA), will coordinate the day-to-day management, technical implementation and operational delivery of the project.

Effective knowledge management and strategic communication are critical to documenting project results, facilitating learning among stakeholders, strengthening visibility, supporting replication and scaling, and communicating the environmental, social and economic benefits generated by the project.

The project will therefore engage a Knowledge Management and Communications Specialist to lead the design and implementation of the project's knowledge management, learning, communication and visibility functions.

2. Purpose of the Assignment

The Knowledge Management and Communications Specialist will lead the development and implementation of the project's Knowledge Management and Communications Strategy and ensure that project-generated knowledge, evidence, lessons, innovations and results are systematically captured, packaged, shared and used.

The Specialist will support effective internal and external communication among the PMU, NCRI, FAO, participating States, government institutions, communities, producer organizations, private-sector actors, development partners and other relevant stakeholders.

The incumbent will also promote project visibility in accordance with applicable GEF, FAO and NCRI communication and branding requirements, while facilitating knowledge exchange within the Nigeria project and with relevant GEF-8 FSIP national, regional and global platforms.

3. Duties and Responsibilities

A. Knowledge Management Strategy and Systems

The Specialist will:

- Develop and operationalize a comprehensive Project Knowledge Management and Communications Strategy aligned with the approved Project Document, work plans and results framework.
- Establish mechanisms for systematic identification, capture, organization, storage and dissemination of project knowledge.
- Develop a project knowledge management framework that identifies priority audiences, knowledge needs, products, dissemination channels and responsibilities.
- Establish and maintain an organized repository of project technical products, reports, lessons, case studies, photographs, videos and other knowledge assets.
- Support the PMU in identifying key knowledge questions and learning priorities emerging from implementation.
- Ensure that knowledge generated at State, landscape and community levels is systematically captured and made available for project learning and decision-making.

- Promote institutional memory and appropriate archiving of key project products and evidence.

B. Project Communications and Visibility

The Specialist will:

- Develop and implement the project's communications and visibility plan.
- Ensure consistent and accurate communication of project objectives, activities, results and achievements.
- Prepare communication materials for different audiences, including government institutions, communities, development partners, private-sector actors and the general public.
- Coordinate preparation of press releases, media briefs, news stories, feature articles, newsletters, factsheets, brochures and other communication materials.
- Support development of digital communication content for approved institutional platforms.
- Ensure appropriate visibility of GEF, FAO, NCRI and relevant government partners in all project communication materials and events.
- Ensure compliance with approved branding, logo, acknowledgement and visibility requirements.
- Maintain a communications calendar linked to major project events, milestones and international observance days relevant to the project.
- Support media engagement for major project activities in coordination with NCRI and FAO communication focal points.

C. Documentation of Results, Good Practices and Lessons Learned

Working closely with the CTA, MEAL Specialist, State Project Coordinators and technical specialists, the incumbent will:

- Identify and document project results, innovations, good practices and lessons learned.
- Develop high-quality case studies and success stories demonstrating environmental, social, economic and livelihood benefits.
- Document farmer, producer, community and institutional experiences resulting from project interventions.
- Capture examples of transformational change, replication and scaling potential.
- Translate technical results and monitoring evidence into accessible knowledge products for different audiences.
- Develop thematic briefs on key areas such as sustainable food systems, integrated landscape management, sustainable agriculture, livestock and aquaculture, ecosystem restoration, value chains, gender equality and youth engagement.

- Ensure that lessons from challenges and implementation constraints are also documented to support adaptive management and future programming.

D. Knowledge Products and Publications

The Specialist will:

- Coordinate the preparation, editing and production of project knowledge products.
- Prepare policy briefs, technical briefs, learning notes, factsheets, case studies, infographics, newsletters and other publications.
- Support technical specialists in translating complex technical findings into user-friendly communication products.
- Coordinate editorial review, formatting and quality assurance of project publications.
- Ensure publications comply with applicable FAO, GEF and NCRI publication and clearance procedures.
- Maintain an updated inventory of project publications and knowledge products.
- Facilitate appropriate dissemination of knowledge products to targeted stakeholders.

E. Learning and Knowledge Exchange

The Specialist will:

- Coordinate learning and knowledge-sharing activities within the project.
- Facilitate cross-State knowledge exchange among project implementation areas.
- Organize learning events, technical exchanges, communities of practice, webinars and knowledge-sharing sessions.
- Support peer-to-peer learning among farmers, producer organizations, government institutions, private-sector actors and other project stakeholders.
- Work with the MEAL Specialist to organize periodic reflection and learning sessions based on implementation evidence.
- Facilitate dissemination of lessons from project implementation to relevant national platforms.
- Promote exchange of knowledge with other GEF-8 FSIP country projects and relevant regional and global initiatives.
- Support participation of the Nigeria project in FSIP global knowledge and learning activities.

F. Internal Project Communication

The Specialist will:

- Support effective information flow within the PMU and between national and State-level implementation teams.
- Establish appropriate mechanisms for sharing project updates, implementation lessons and technical information among team members.
- Produce periodic internal project updates or implementation briefs where required.
- Support the CTA in preparing key messages and presentations for PMU meetings, Project Steering Committee meetings and strategic engagements.
- Maintain an accessible calendar of major project events, missions and communication activities.
- Support coordination of communication between the PMU and relevant partner institutions.

G. Stakeholder Engagement and Outreach

The Specialist will:

- Support stakeholder engagement activities by developing appropriate communication and information materials.
- Ensure that project objectives, interventions and implementation processes are communicated clearly to beneficiaries and stakeholders.
- Support State Project Coordinators in communication and outreach at community and landscape levels.
- Promote inclusive communication approaches that are accessible to women, youth, smallholders and vulnerable groups.
- Support the development of appropriate communication materials in local languages where necessary.
- Contribute to stakeholder consultation processes and documentation of stakeholder perspectives.
- Work closely with the relevant safeguards specialist to ensure communication supports meaningful stakeholder participation and accountability.

H. Digital Knowledge and Information Management

The Specialist will:

- Support development and maintenance of appropriate project digital knowledge platforms, pages or repositories, subject to institutional approval.
- Coordinate production and management of approved multimedia content, including photographs, short videos, interviews and digital stories.

- Maintain an organized digital archive of communication products and multimedia materials.
- Ensure proper consent and ethical standards in the collection and use of photographs, videos and beneficiary stories.
- Support use of digital tools to strengthen knowledge exchange and stakeholder engagement.
- Track basic reach and engagement metrics for project communication products and platforms.

I. Support to Monitoring, Evaluation, Accountability and Learning

The Specialist will work closely with the MEAL Specialist to:

- Convert project monitoring results into accessible knowledge and communication products.
- Support dissemination of findings from assessments, reviews and evaluations.
- Develop communication products highlighting progress against key project results.
- Participate in project learning and reflection exercises.
- Document lessons arising from monitoring findings and adaptive management decisions.
- Support dissemination of lessons from the Mid-Term Review, Terminal Evaluation and other assessments, where appropriate.
- Ensure that communication of project achievements is evidence-based and consistent with verified monitoring data.

J. Project Events and High-Level Communications

The Specialist will:

- Provide communication and visibility support for project launches, Steering Committee meetings, workshops, field missions, learning events and other major activities.
- Prepare talking points, background notes, briefs and presentations for the CTA, NPC, NCRI management and project representatives as required.
- Coordinate documentation of major project events through photographs, reports, news stories and other appropriate media.
- Support communication arrangements for visits by FAO, GEF, government officials, development partners and other stakeholders.
- Ensure timely dissemination of key outcomes from major project events.

K. Capacity Development

The Specialist will:

- Build the capacity of PMU personnel and State Project Coordinators on knowledge management, communication and documentation.
- Provide guidance on preparation of success stories, photographs, field documentation and stakeholder communication.
- Develop simple templates and guidance notes for documenting project results and lessons.
- Promote consistent communication standards across the project.
- Strengthen awareness among project partners regarding branding, visibility and communication requirements.

4. Working Arrangements

The Knowledge Management and Communications Specialist will report directly to the Chief Technical Adviser

The Specialist will work closely with the:

- MEAL Specialist, to ensure knowledge and communication products are based on verified project evidence;
- State Project Coordinators, to capture State- and landscape-level implementation experiences;
- technical specialists, to document technical innovations and results;
- National Project Coordinator, particularly on institutional communication and government engagement;
- FAO Nigeria communication and technical teams, to ensure compliance with FAO communication and visibility requirements; and
- relevant NCRI communication and institutional focal points.

All public-facing communication products will be subject to the applicable project review and clearance procedures before dissemination.

5. Key Deliverables

Deliverable	Indicative Timing/Frequency
Project Knowledge Management and Communications Strategy and action plan	Within first 6 weeks
Stakeholder/audience and knowledge-needs mapping	Within first 2 months
Project communications and visibility plan/calendar	Within first 2 months
Functional project knowledge repository and documentation system	Within first 2 months and continuously updated
Standard templates/guidelines for field documentation, success stories and communication products	Within first 2 months

Project newsletters/implementation updates	Quarterly or as agreed
Project factsheets, briefs and communication materials	Ongoing
Case studies and success stories from project implementation	At least quarterly/as results emerge
Technical/knowledge briefs and learning notes	At least semi-annually
Documentation and communication support for major project events	As required
Cross-State knowledge and peer-learning activities	At least semi-annually
Project photo, video and multimedia archive	Continuously maintained
Communication and visibility inputs to Project Steering Committee documentation	For each PSC meeting
Knowledge products supporting annual GEF PIR/project reporting	Annually
Knowledge-sharing contributions to GEF-8 FSIP regional/global platforms	As opportunities arise
Documentation of lessons and good practices for Mid-Term Review	At project mid-term
Project knowledge and lessons-learned compendium	Towards project closure
Final communication, knowledge management and dissemination report	At project closure

6. Minimum Qualifications

Education

Advanced university degree in Communication, Development Communication, Knowledge Management, Journalism, Mass Communication, Agricultural Extension, Development Studies, Social Sciences, Information Management, or another relevant discipline.

Additional professional training in digital communications, knowledge management, strategic communication, journalism or multimedia production would be an advantage.

Professional Experience

- At least 7 years of progressively responsible professional experience in knowledge management, communications, development communication, public information or related fields.
- Demonstrated experience developing and implementing communication and/or knowledge management strategies for development programmes.
- Experience documenting development results, good practices, lessons learned and success stories.
- Demonstrated experience preparing high-quality publications, briefs, reports and communication products for diverse audiences.
- Experience in digital communication, multimedia content development and information management.
- Experience supporting stakeholder engagement, workshops, learning events and knowledge-sharing activities.

- Ability to translate technical information into clear and accessible communication products.
- Experience working with government institutions, international organizations, development partners and communities.
- Experience in agriculture, food systems, climate change, environment or natural resource management programmes would be highly desirable.
- Previous experience with FAO, GEF or other internationally financed programmes would be an advantage.
- Familiarity with international development partner visibility and branding requirements would be an advantage.

7. Technical and Functional Competencies

The successful candidate should demonstrate:

- Strong strategic communication and knowledge-management skills;
- Excellent writing, editing and storytelling abilities;
- Ability to communicate complex technical information clearly to non-technical audiences;
- Strong understanding of development communication and stakeholder engagement;
- Good knowledge of digital and multimedia communication approaches;
- Ability to identify and package evidence, lessons and good practices;
- Strong editorial and quality-assurance skills;
- Ability to facilitate knowledge exchange and learning;
- Good organizational and information-management skills;
- Strong interpersonal and coordination skills;
- Ability to work effectively with multidisciplinary and geographically dispersed teams;
- Creativity and attention to detail; and
- High standards of professionalism, integrity and accountability.

8. Language Requirements

Excellent command of written and spoken English is required.

Knowledge of relevant local languages in the project implementation States would be an advantage.

9. Duty Station and Travel

The Knowledge Management and Communications Specialist will be based at the Project Management Unit/NCRI Kebbi Sub-Office and will undertake regular travel to project States, landscapes and communities to document implementation, support stakeholder engagement and facilitate knowledge-sharing activities.

10. Role Within the PMU

The Knowledge Management and Communications Specialist will serve as the project's principal focal point for knowledge capture, learning, communication, visibility and dissemination.

The CTA will provide overall management and strategic direction, while the Specialist will ensure that project knowledge and results are systematically captured, packaged and communicated.

The MEAL Specialist will lead results measurement and evidence generation, while the Knowledge Management and Communications Specialist will translate verified evidence into appropriate learning and communication products.

The State Project Coordinators will facilitate access to State-level stakeholders, project sites and implementation information, while the Specialist will ensure consistent documentation and communication across the project.

11. Application Link and Deadline

- Link: <https://forms.gle/BnGMFVSDhZoLEV4U8>
- Deadline: 2nd September 2026