

## TERMS OF REFERENCE

### AVPA Knowledge Sharing & Learning Training

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Position Title: AVPA Knowledge Sharing & Learning Training Consultant

Type: Company

Engagement: Contract

Location: Nairobi, Kenya | Remote.

Reports To: Programme Manager

#### ABOUT AVPA

The African Venture Philanthropy Alliance ([www.avpa.africa](http://www.avpa.africa)) is a unique Pan-African network of social investors working together to increase the flow of capital into African social investments and ensure its effective use for maximum social impact. Broadly, AVPA aims to address the SDG financing gap on the continent by not only mobilizing more philanthropic capital but also attracting private capital into social investments. We collaborate with various social investors deploying grants, debt, and equity (the full spectrum of capital) into social investments. These include foundations, corporations, family offices, individual philanthropists, angel investors, impact fund managers, PE & VC funds, bilateral and multilateral donors, governments, DFI, and non-financial service providers. Our network strives to enhance and apply innovative finance approaches and models.

AVPA has its headquarters in Nairobi, with regional offices in Johannesburg and Lagos. AVPA is aligned with thriving sister networks in Europe (Impact Europe), Latin America (Latimacto), Asia (AVPN), and the newly launched Arab Impact Network, thus forming a dynamic global force for social impact.

#### AVPA Knowledge Sharing & Leadership Development Centre

AVPA has established a Knowledge Sharing and Leadership Development Centre to be recognized as the leading provider of learning opportunities and knowledge resources on Africa's social investment landscape, utilizing events, programmes, and thought leadership to provide a robust learning experience for all categories of social investment stakeholders.

Positioned as Africa's premier hub for social investment intelligence, AVPA's Knowledge Sharing & Learning Centre delivers transformative learning experiences through cutting-edge programmes, strategic events, and actionable thought leadership.

#### Our Approach:

- **Participatory Learning:** Our Leadership Development Centre drives hands-on knowledge exchange through flagship collaborative programmes such as the **Africa Impact Investing**

**Fellowship**, the **Africa Climate Investment Forum**, and the **Africa Health Funders Forum**, among others.

- **Innovation Development:** We incubate social investment solutions through research-driven approaches, including our cutting-edge **Africa Social Investment Landscape Mapping Study Report**
- **Ecosystem Curation:** We map and analyze Africa's evolving impact landscape through our regular Artificial Intelligence Tracking Tool in collaboration with Impact Intelligence.

### Strategic Focus Areas:

1. **Knowledge Generation:**
  - Conducting applied research on critical social investment challenges
  - Developing case studies and frameworks tailored to African contexts
  - Curating the continent's most comprehensive social investment resource library
2. **Capacity Building:**
  - Delivering specialized training programmes across the capital continuum
  - Hosting immersive learning events and peer exchanges across our three key regions: West Africa, Southern Africa, and East Africa
  - Facilitating cross-sector dialogues between practitioners, policymakers, and academics
3. **Ecosystem Development:**
  - Identifying and scaling innovative investment approaches
  - Connecting localized solutions with regional and global best practices
  - Shaping policy through evidence-based recommendations

### Knowledge Management

Over the last 5 years, AVPA has generated lessons through implementation and research that have shaped our best practices. However, we have yet to establish a standard, systematic mechanism for capturing and sharing this learning. We seek to put in place an effective knowledge management (KM) process to document learnings, new knowledge, and best practices, and store and refine them; AVPA has in place an overall strategy and requisite staff capacity for promoting a standard KM approach. We are seeking a consultant **to train staff to have a shared understanding of Knowledge Sharing and Learning, and document adequately.**

### Rationale for Consultancy

**AVPA** is a learning organization. Over the years we have generated a lot of content/lessons and best practices in the social investment ecosystem needed to sustainably address the African SDG financing gap by providing the only Pan-African platform that connects investors across the continuum of capital (grants, debt, or equity), and enables them with the knowledge and leverage to mobilize and deploy capital for impact across Africa.

However, in many cases, we haven't effectively collected, refined, disseminated, and stored this information. Too often, this affects our visibility and ability to influence others. Recognizing this issue, AVPA has recently convened a team of KM champions supported by Regional Directors who have been promoting this process. Despite a great deal of progress, KM is still not meeting the right standards and not receiving the attention needed for the organization to benefit from its value.

AVPA still often struggles to produce final products that are compelling and fit target audiences.

We therefore seek an expert to assess the current process, make recommendations on how to improve/refine our KM process and related tools and build the capacity of staff to adequately document, demonstrating what "best in Africa" looks like.

This will include transforming select best practices into high-quality knowledge products for dissemination, and providing guidelines/frameworks for effective knowledge collection, documentation, dissemination, and storage.

The consultant will also provide capacity building for the staff with a key preference for a structured and appropriate organisational-level KM approach. This will include the development of training materials as well as running training sessions for AVPA staff.

### Purpose of assignment:

The purpose of this assignment is to transform the AVPA Knowledge Sharing and Learning Centre into a vibrant and effective process for documenting key learnings, lessons, and best practices for the organisation to strengthen its external visibility and ability to share knowledge with various audiences. This is through undertaking knowledge management **(KM) capacity building** for AVPA staff.

This is in response to AVPA's mandate to increase and optimize capital flow into African social investments for maximum impact.

### Scope of work:

1. Provide capacity building to AVPA teams on effective Knowledge Sharing and Learning processes through identification, capturing, refining, and dissemination of lessons and best practices:

### The consultant is responsible for:

- Developing a training module that best suits AVPA staff.
- Developing the training materials, including PowerPoints, templates, and other related materials, including videos, etc, and exercises.
- Collaborate with the Knowledge Management Desk and internal KM champions to identify triggers that will help integrate KM into AVPA's organisational culture.
- Collaborate with the Knowledge Management Desk and internal KM Champions to train Staff on KM and effective documentation.

### The training will cover:

- KM Fundamentals (concepts, benefits, and best practices)
- Knowledge Capture & Documentation (methods for extracting tacit and explicit knowledge)
- Refinement & Packaging of Lessons Learned (structuring insights for reuse)
- Dissemination Strategies (effective sharing across teams and stakeholders)
- Integration of KM into AVPA's Work Processes (tools, triggers, and incentives)

### Expected Outcomes (Goals)

- AVPA staff are proficient in KM methodologies for project implementation
- Standardized KM processes are embedded in AVPA's operations.
- Increased utilisation of best practices in programmes and decision-making.
- A sustainable KM culture supported by leadership and staff.

**Target Trainees:** AVPA technical staff

### Training Approach:

- Blended learning (hybrid workshops and virtual follow-ups).
- Participatory methods (group discussions, role-playing, and scenario-based exercises).
- Hands-on practice (applying KM tools to real AVPA projects).

### Phases

Phase 1: 3-5 days of intensive training using an appropriate KM training methodology

Phase 2: Follow-up coaching sessions (monthly for 3 months).

### Deliverables:

1. Knowledge Sharing and Learning training modules and related materials for use at AVPA have been developed.
2. AVPA Staff trained in KM and effective documentation

### Qualifications (Skills and experience) {Evaluation Criteria}

- 5+ years of experience with technical writing in the documentation of case studies and best practices, development of reports, training manuals, policy briefs, capacity statements, and other assorted documents.

- Bachelor's degree in information, communications, writing, or a closely related field. A master's degree and/or additional training in Knowledge Management would be an advantage.
- Experience in strategy development.
- Experience in undertaking capacity building.
- Experience in researching to create comprehensive and compelling documentation.
- Proficient knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Understanding or experience in creating documentation as it relates to resource mobilization, social impact investing, development, policy, or related areas.
- Pan-African experience is preferable.
- Ability to physically and remotely train institutional staff

### Timeline

**30 days between July - September, 2025**

### How to apply

- Interested and qualifying consultants are invited to complete the online application form here: [AVPA consultancies](#)
- Please submit one soft copy (by email) of your Expression of Interest detailing (technical and a tentative financial offer with a detailed cost breakdown -To compare prices, bid prices shall be converted to USD) proposal to [jobs@avpa.africa](mailto:jobs@avpa.africa) with a copy to [learning@avpa.africa](mailto:learning@avpa.africa) with the subject line: **AVPA Knowledge Sharing and Learning Training** by the **18th of July 2025**.

### Language skills

The program of work requires that the consultant have a strong working knowledge of English.

### Misrepresentation.

The process of AVPA making its decision is largely reliant upon the information supplied by the bidder. Should it be found that aspects of such information are incomplete, untrue, or misleading, AVPA reserves the right to terminate /disqualify the bidder.