

TERMS OF REFERENCE

Knowledge Sharing and Learning Strategy

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Position Title: Knowledge Sharing and Learning Strategy Consultant

Type: Individual Consultant

Engagement: Contract

Location: Nairobi, Kenya | Remote.

Reports To: Programme Manager

ABOUT AVPA

The African Venture Philanthropy Alliance (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 (Latimpacto), and Asia (AVPN), as well as the newly launched Arab Impact Network, thereby 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 capital to provide a robust learning experience for all categories of social investment stakeholders.

Positioned as Africa's premier hub for social investment intelligence, the AVPA's Knowledge Sharing & Learning Centre delivers transformative learning experiences through cutting-edge programs, 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 programs 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. Now, we are seeking a consultant to *assess the current KM process and how to improve it, ensuring that valuable learnings from our program's work are captured, refined, and accessible throughout the organization.*

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 in producing final products that are compelling and fit to target audiences.

We therefore seek an expert to assess the current process and make recommendations on how to improve/refine our KM process and related tools.

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

Purpose of assignment:

The purpose of this assignment is to transform AVPA's Knowledge Sharing and Learning Centre into a vibrant and effective process for documenting key learnings, lessons, and best practices for the organization to strengthen its external visibility and ability to share knowledge with various audiences. This is through developing a responsive **KM Strategy**.

It is envisioned that the KM Strategy will improve knowledge sharing and learning, knowledge management, and strategic communication to generate learning and package knowledge and information relevant to the social impact investing landscape in Africa.

Objectives of the Assignment

The consultant will:

1. Assess AVPA's current KM processes, tools, and gaps.
2. Develop a KM Strategy aligned with AVPA's mission and global best practices.
3. Recommend frameworks for knowledge capture, refinement, dissemination, and storage.
4. Propose tools/platforms for effective KM implementation.
5. Provide guidelines for transforming best practices into high-quality knowledge products.

Scope of work:

The consultant will:

- 1) **Undertake Situational Assessment by reviewing** AVPA's existing KM practices, challenges, and stakeholder needs.
- 2) Benchmark against global KM frameworks (e.g., sister networks like AVPN).
- 3) Identify gaps in knowledge capture, storage, retrieval, and dissemination.

- 4) Undertake **KM Strategy Development**, which entails defining **KM objectives, principles, and governance structure**; outlining **KM processes** (capture, curation, sharing, application), and recommending **KM tools & platforms** (e.g., digital repositories, AI-driven analytics).
- 5) Align AVPA KM Strategy with AVPA's **Strategic Focus Areas**:
 - **Knowledge Generation** (research, case studies, resource center)
 - **Capacity Building** (leadership development, Regional convenings, peer exchanges, policy dialogues)
 - **Ecosystem Development** (scaling Pan African innovative investment models)
- 6) Define the KM Strategy Implementation Roadmap

Deliverables

No.	Deliverable	Timeline
1	Inception Report (Methodology, Work Plan)	5 days
2	Draft KM Strategy (Including Assessment Findings)	10 days
3	Validation Workshop (Presentation to AVPA Team)	10 days
4	Final KM Strategy & Implementation Plan	5 days

Qualifications (Skills and experience) {Evaluation Criteria}

- 5+ years of experience with technical writing to support the development of reports, training manuals, policy briefs, capacity statements, and other assorted documents.
- University degree in relevant practice content areas or equivalent experience.
- Proven experience in harnessing knowledge/research.
- Experience working in an international and complex, decentralized/remote organization.
- Prior experience in knowledge management practices that support Pan-African strategies in diverse sectoral areas and promoting social impact investing in the African context.
- A strong team player with the ability to communicate and influence at many levels, including senior management.
- Passion for continuous learning and seeking out knowledge.
- Fluency in English - other language/s are an asset.
- Diplomatic and approachable communication style, with the ability to cultivate enthusiasm and interest in subject matter and engage at all levels.
- Ability to facilitate group discussions/debates.
- Probing questioning skills, to push the limits of current thinking and spark debate.

- Demonstrate empathy and emotional intelligence to engage with a broad variety of people and cultures and connect with people.
- Proficient knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Duration

Timeline: 30 days between July - September, 2025

How to apply

- Interested and qualifying candidates to complete the online application form here: [AVPA Consultancies](#)
- Please submit one soft copy (by email) of your Expression of Interest detailing (Updated Curriculum Vitae, 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 with a copy to learning@avpa.africa with the subject line: **AVPA Knowledge Sharing and Learning Strategy** by the **15th of July 2025**.

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.