

Seed Global Health is a 501(c)3 non-profit entity that strengthens health education and delivery in places with shortages of health professionals by working with partner countries to meet their long-term healthcare human resource needs. Seed develops powerful partnerships to strengthen health systems globally by investing in human resources for health.

Seed Global Health focuses on education, practice, and policy as three ways our staff—and the educators we place with partner institutions—can help strengthen the local health workforce in the countries where we work. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is locally led and better equipped to meet local health needs.

For more information please visit: www.seedglobalhealth.org

Consultant Scope of Work

Seed Global Health (Seed) seeks to engage a consultant to conduct an organizational knowledge management assessment. Key responsibilities include:

- Defining knowledge management (KM) at an organizational level and identifying the core components of a robust KM system, including knowledge sharing and communication
- Conducting an in-depth assessment of KM needs, audiences, and existing platforms, including identification of critical gaps
- Establishing product/system specifications to inform system and tool selection
- Developing recommendations and an action plan for the strategies, systems, policies and tools that are needed to address current gaps and fully develop KM at Seed

Critical to a successful engagement will be collaborating with stakeholders across the organization to ensure that each deliverable is informed by their perspectives and insights.

Timeline

This consultancy is anticipated to begin in December/January and take approximately 4 months, ending March/April 2020.

Deliverables

The consultant will report to Seed's Director of Monitoring, Evaluation & Learning, and also work closely with Seed's Managing Director of Finance & Administration.

The consultant is asked to submit the following deliverables:

- A timeline and schedule of tasks to be agreed upon with Seed's Director of Monitoring, Evaluation & Learning and Managing Director of Finance & Administration at the start of the consultancy
- A final plan that describes the approaches and methodology to be used
- A draft report that includes: definition of KM, synthesis of findings from the in-depth assessment, list of product/system specifications, recommendations, and an action plan
- A final report (maximum of 15 pages) that incorporates comments and feedback from Seed's review of the draft report

Consultant Qualifications

The consultant should have the following characteristics:

- 10+ years professional experience in KM, including researching, creating, implementing, and evaluating KM systems and tools
- Experience creating and implementing KM strategic plans
- In-depth knowledge of KM tools, best practices, and trends in the field
- Demonstrated experience conducting similar organizational assessments
- Experience with KM in nonprofit settings
- Past experience working in KM while embedded within an organization (preferred)
- Excellent analytical, writing and synthesis skills
- Excellent presentation and facilitation skills, and verbal and written communication skills

Submitting a Proposal

Seed Global Health invites proposals from individuals with the experience and skills described above. Interested consultants are invited to submit a 5-7 page expression of interest **by November 22st, 2019, 11:59pm EST**. This expression of interest should include:

- A cover letter introducing the consultant and their experience, and how the skills and competencies described above are met
- The consultant's preliminary proposed approach and methodology
- The consultant's CV
- A preliminary budget outlining hourly rates, approximate time allocation, and any anticipated additional expenses
- 2-3 references

Proposals will be evaluated based on the qualifications listed above and with respect to the feasibility, rigor, and efficiency of the proposed methods within the proposed budget.