



TERMS OF REFERENCE (ToR)

KNOWLEDGE MANAGEMENT ADVISOR (mid-level)

Organisation (the Client):	Consult KM International
Location:	Home-based
Type of appointment:	Individual Consultant
Assignment start date:	1 October 2026
Assignment end date:	1 October 2027
Duration of the assignment:	1 year with possibility of extension
Supervised by:	Project Manager or Director, Consult KM International
Payment arrangement:	Monthly / Project-based

1. Background

Consult KM International is a London-based consultancy with a global reach, established in 2021 and incorporated in 2022. The organization focuses on international development, humanitarian, and non-profit sectors, delivering tailored, results-driven, and impact-oriented services. Core offerings include knowledge management, reporting, project design and proposal writing, editing, proofreading, graphic design, storytelling, visuals, and training, mentoring, and facilitation. Additional services such as translation, localisation, research, and monitoring and evaluation are provided in collaboration with partner agencies. The consultancy works with a diverse pool of more than 65 professionals who have extensive experience across UN agencies, donor organizations, development banks, think tanks, and NGOs worldwide.

2. Role Description

The Knowledge Management Advisor will work on a contract, remote basis, supporting clients in strengthening their knowledge management systems and practices in international development, humanitarian, and non-profit settings. Day-to-day responsibilities include assessing existing knowledge workflows, diagnosing gaps, and designing strategies, frameworks, and tools to improve knowledge capture, synthesis, and sharing. The Advisor will develop guidelines, templates, and standard operating

procedures, and contribute to knowledge products such as reports, learning briefs, case studies, and toolkits. The role involves advising on digital platforms for knowledge management, facilitating virtual workshops and trainings, and collaborating with consultants and client teams to ensure that knowledge solutions are practical, inclusive, and aligned with organizational goals. The Advisor will also support monitoring and learning processes, helping clients to document and use evidence and lessons learned to inform future programming and decision-making.

3. Qualifications

The ideal candidate must have:

- Demonstrated experience in knowledge management, organizational learning, or related fields within international development, humanitarian, or non-profit sectors.
- Strong analytical skills to assess knowledge management needs, interpret data and evidence, and translate findings into actionable recommendations.
- Excellent communication skills, including the ability to convey complex concepts clearly in written and verbal formats and facilitate inclusive discussions.
- Familiarity with digital collaboration and KM tools (e.g., SharePoint, knowledge repositories, intranets, learning platforms) and remote work practices.
- Ability to work independently, manage multiple assignments, and meet deadlines in a contract-based, remote setting.

Desirable but not essential:

- Consulting experience, including client engagement, needs assessment, and delivery of tailored advisory services in complex, multicultural environments.
- Experience in training, including designing and delivering capacity-building sessions, workshops, and mentoring related to knowledge management and learning.

4. Remuneration

The Consultant is to be remunerated on a monthly basis within 30 days following the submission of timesheet and invoice specifying the completed tasks and hours spent.

5. Duration of Assignment

As per Consultancy Agreement, the Consultant is expected to provide the required service on a rolling basis for a period of 1 year or until the Agreement is terminated by either Party. A 30-day written notice is required from either party to terminate the contract.

6. Location of Assignment and Travel

The consultancy is home-based. Should the Consultant be required to travel, this is to be arranged and approved by Consult KM International. All expenses incurred by the Consultant during business/official travel is to be covered by Consult KM International.

7. Reporting

The Consultant is expected to report to the assigned Project Manager or Director of Consult KM International.

HOW TO APPLY

Please send your CV and a brief cover letter to careers@consultkm.org.