

**Facilitator for EvalForward Community of Practice  
(part-time consultancy, home-based)  
CGIAR Independent Advisory and Evaluation Service (CGIAR IAES)**

## Background

Since 2018, the offices of Evaluation of FAO, IFAD, WFP, and CGIAR have jointly supported the [EvalForward Community of Practice \(CoP\)](#). This initiative aims to foster knowledge sharing on evaluation methods and practices as they relate to agriculture, food security, and rural development.

EvalForward is an active web platform that is constantly updated with activities, key resources, and relevant information for the community. With 1,800 registered experts, a mailing list, and a robust social media presence, the CoP is a recognized actor in the global evaluation community; it facilitates the exchange of experiences and best practices, networking, and knowledge sharing among its members and engages with wider audiences through joint initiatives and partnerships.

As part of a renewal process, the CGIAR Independent Evaluation and Advisory Service (IAES) is taking the lead in recruiting a **consultant to act as a facilitator and ensure administrative support to EvalForward until the end of 2024**. Meanwhile, a potential partnership/merger agreement is being explored with another Community of Practice that will need to be further developed with an agreed roadmap and operationalized in the context of this consultancy.

CGIAR IAES is hosted by The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT), based in Rome, Italy. This specific assignment will be **home-based**.

## Role

The primary objective of this role is to transition from the previous facilitator and maintain and enhance the activities of the EvalForward CoP, ensuring continued engagement and knowledge sharing among members. The EvalForward facilitator will also support the process of developing a unified community through the planned merger/partnership with the other evaluation Community of Practice and act as the main reference person for the supporting agencies in this process. The person will report to Lead (Evaluation Function, IAES), as CGIAR's EvalForward Steering Group member.

## Responsibilities

The tasks of the consultant will include four main areas of work: i) community engagement and facilitation; ii) content management; iii) governance and reporting; and iv) partnership/merger development.

### Community engagement and facilitation

- Develop a work plan including topic and initiatives to propose for the Community until December 2024, to be discussed and approved by the Steering group.
- Approve new members and ensure update of mailing list and members database, as well as demographic and engagement indicators.

- Engage with members to help raise discussion topics and moderate the online forum and the mailing list, in English, French and Spanish.
- Foster active participation and interaction among members, involving external organizations or experts when relevant.
- Organize and facilitate webinars, virtual meetings, and other events.

#### **Content management**

- Curate and update content on the EvalForward web platform: discussions, blogs, publications and guidelines and calendar of events.
- Ensure timely translation of main content items (discussion topics, blogs) in French and Spanish.
- Ensure social media engagement (Twitter, LinkedIn, and YouTube channel), particularly to amplify EvalForward's initiatives' reach and visibility.

#### **Governance and reporting**

- Monitor community activities, including MEL indicators and web analytics, and provide regular updates to CGIAR and the EvalForward Steering and Executive Group.
- Maintain regular exchanges with the supporting agencies such as with the communication focal points and other evaluation officers identified by the agencies.

#### **Partnership/merger development**

- Support the operationalisation of the partnership towards the merger with the other community, engaging with the Organisations counterparts and contributing to identify the main steps to be taken, how to merge content and membership, the development of a new branding, steps to take towards a public launch of the new community.
- Design a clear and realistic roadmap towards the achievement of the merger and including management and governance arrangements as well as budget and administrative procedures.

### **Requirements**

- Education: Advanced University degree in Communications, Social Sciences or other related fields obtained from a reputable Institution.
- Minimum of seven years of relevant post-graduate experience in community management, facilitation, or information and knowledge management, international relations and related areas of work.
- Excellent understanding of developing and managing web-based systems and working with Content Management Systems (Drupal as a preference).
- Excellent writing and editing skills.
- Excellent communication skills, to engage a varied range of internal and external stakeholders
- Strong interpersonal skills and ability to deal patiently and tactfully with people of different national and cultural backgrounds.
- Ability to lead and work independently.
- Understanding of evaluation and M&E methods and practices, particularly in agriculture, food security, and rural development is an asset.
- Familiarity with the work of FAO, IFAD, WFP, and CGIAR is a strong asset
- Languages: Fluency in oral and written English. Fluency in French and Spanish are assets

## Terms of employment

This is a **part-time (50%)** consultancy with an expected **commitment of 20 hours per week**. The position is **home-based**. The initial contract will be through December 31, 2024. There is a possibility of extension through other contracting mechanism which will be based on development of the merger and interest of the supporting agencies.

The successful candidate will be contracted through The Alliance of Bioversity International and CIAT, which hosts IAES. All consultancy fees and conditions will be administered in line with the Alliance approved policy for consultants.

## Applications

Please send your applications to [iaes@cgiar.org](mailto:iaes@cgiar.org) by attaching a letter of application with names and email addresses of at least three referees, and a curriculum vitae, both in English. Please note that only shortlisted candidates will be contacted.

**Closing date for applications** (Sunday, 07 July 2024) has been **extended to Wednesday, 10 July 2024 (23:59 CET time)**

For more information about IAES see <https://iaes.cgiar.org/>

