

# ICR FACILITY

CO-FINANCED BY THE EUROPEAN UNION, THE ORGANISATION OF ACP STATES (UNDER THE 11th EDF), TOGETHER WITH THE BMZ AND THE BRITISH COUNCIL

## Terms of Reference

### Output Area 2 : Strengthening ACP national and regional Development Finance Institutions

### Support to the development of a DFI knowledge hub hosted on the World Federation of DFI's website

#### I. CONTEXT

The ICR Facility is co-funded by the European Union (EU), the Organisation of African, Caribbean and Pacific States (OACPS) under the 11th European Development Fund (EDF), together with the German Federal Ministry for Economic Cooperation and Development (BMZ) and the British Council. It is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), the British Council, Expertise France, and Stichting Nederlandse Ontwikkelingsorganisatie (Netherlands Development Organisation, SNV).

The objective of the Facility is to support ACP partner countries and regional institutions in their structured public-private dialogue processes in order to improve the business environment and investment climate by supporting public-private dialogue processes. The Facility is part of the third pillar of the European Union's External Investment Plan ("Improving the Investment Climate") and contributes to the improvement of the business climate by supporting reforms in a sustainable way and on the basis of public-private dialogue (PPD).

The ICR facilities has three components:

1. Technical Assistance for Business Environment and Investment Climate Improvement
2. Strengthening national and sub-regional development financial institutions
3. Compile and mainstream lessons learned and good practices

Output Area 2 (OA2) of the Investment Climate Reform Facility focuses on strengthening ACP national and sub-regional Development Finance Institutions (DFIs) and enhancing their capacity in identifying, preparing and implementing investment pipelines. OA2 is implemented by Expertise France and GIZ. Capacity building is to be achieved through:

- Activity 1: Tailor-made capacity building actions (e.g. workshops, trainings, seminars, consultancy, study visits) for selected sub-regional and national DFIs.
- Activity 2: Dissemination of existing local, regional and international best practices among a broader group of DFIs.
- Activity 3: Knowledge management of the tailor-made capacity building activities.

In the context of Activity 2, the ICR Facility will be providing support to the creation of a DFI knowledge hub hosted by the website of the World Federation of DFIs (WFDFI), which is presently chaired by the African Association of DFIs (AADFI). The WFDFI was established in 1979 to bring DFIs from all over the world together and to exchange knowledge and to promote the SDGs. Current members of WFDFI include the DFI associations in Africa, Asia/Pacific, member countries of the Islamic Dev. Bank, Europe and Latin America. WFDFI is managed by a Secretariat which rotates regularly among the member organisations.

## II. OBJECTIVE OF THE INTERVENTION

### General objective of the activity

The consultants are expected to support the creation of a knowledge hub hosted by the website of the World Federation of DFIs. The website is hosted at <https://wfdfi.net/>, and the DFI knowledge hub will be subsumed under the current “resources” page. The intended target audience for the website and knowledge hub are development finance institutions that are members of the associations represented in WFDFI, as well as stakeholders working with DFIs.

### Specific objectives of the activity

To facilitate knowledge management and sharing, WFDFI has developed a website to function as a knowledge hub for DFIs worldwide; the website is to contain information (research papers, reports, blogs, etc.) on development finance, the SDGs and the Paris Agreement and the role and contributions of DFIs. Also, the knowledge hub aims to shape and advance policy and advocacy positions that impact the development of the banking and finance community worldwide and to improve the DFIs’ capacity to do the same. Potentially, the knowledge hub can also serve as marketplace for DFIs to exchange ideas and identify collaboration opportunities.

### Expected output

The WFDFI website hosts useful resources for DFIs in ACP countries, and the regional association in charge of keeping it up to date has clear guidelines on what kind of content it should propose and how to do it.

## III. METHODOLOGY

### Process

The consultants will work in close contact with the representatives of the ICR Facility and the contact person within AADFI as the current Secretariat of the WFDFI. The consultants will make propositions on the kind of content hosted on the website: all final decisions will be made by the AADFI team responsible for updating the site.

### Description of the service

The Secretariat of WFDFI has requested support from the ICR Facility in further developing the knowledge hub to accomplish the above-mentioned objectives. This support is to include 3 areas:

- Identify content relevant for DFIs: The consultants will improve the knowledge content of the website (e.g. screening of recent papers, reports for their relevance for the knowledge hub) and act as temporary chief editor for publications from contributors and

researchers to ensure that all approved articles are meeting set standards. The consultants will define which kind of document is made available to which target audience (some documents may be public and others might be made available to a more restricted audience). The resources made available should also include access to training material if possible and when relevant. The objective of the website is not to duplicate already existing material but to centralise and facilitate access to these materials. Therefore, the linkage of the website to other DFI knowledge sources (e.g. the Finance in Common summit or the database of Public Development Banks) should also be included in the setup of the knowledge hub. The consultant should advise the WFDFI on data protection and copyright information and its impact on the uploading of resources on the website.

- Structuring of the Knowledge Hub around this content: provision of technical support to expand the functionalities of the website to include e.g. user-friendly filter options to facilitate the search for specific topics and contents (SDGs, SMEs, Investment promotion, regions, type of document, etc.). This should include which information for each knowledge product will be made visible on the knowledge hub (e.g. author, title, year, language, etc.) and, in case short descriptions should be included per knowledge product who will produce these descriptions. The website was created using Wordpress 5.5.3., and the consultants, in coordination with the website manager, will be able to modify the structure of the site and add pages as needed. Also, the consultants are expected to develop a proposal for categorizing and indexing the knowledge resources (e.g. develop a proposal for the usage of keywords for indexing knowledge resources).
- The consultants, in coordination with AADFI, will examine the possibility of using the website as a marketplace for DFIs to share best practices, exchange ideas and identify collaboration opportunities.
- Capacity Building: The consultants will provide guidelines on which kind of resources are to be included on the website in the future, how resources are to be screened and selected (incl. potential requests to other institutions whether a publication may be uploaded to the knowledge hub if needed) and how the website should be maintained. The consultants should propose processes designed to ensure the sustainability of the website, based on a realistic estimation of time, staff and budgetary resources available in the regional association in charge of its update. These processes should allow for multiple people updating the content on the website, and for content propositions to be shared with the site administrator. The proposed processes should include the approach for maintenance handovers between WFDFI member associations.
- A short virtual training will be proposed to identified members of the WFDFI Secretariat and other regional associations so that they are aware of the processes and how they can contribute (at least two people per organisation). A manual describing the future maintenance of the knowledge hub will be developed. This will ensure that the knowledge platform will be maintained also when the Secretariat role rotates among the associations.

#### **IV. DELIVERABLES**

- Criteria to select content to be added to the page + List of content to be added to the current page (in the form of the website's content)
- Proposition of a structure for the "Knowledge" page of WFDFI's website
- Manual on processes for keeping the knowledge hub up to date + virtual training of members of regional associations
- End of intervention report to the ICR Facility

## V. MONITORING AND EVALUATION

At the beginning of the intervention, the consultant will discuss with the ICR Facility representatives and identify the specific monitoring and evaluation (M&E) product(s) that corresponds to the intervention, the data that needs to be collected and when it needs to be collected. Satisfaction forms at events, trainings or meetings, surveys, and short interviews may be among the tools that the consultant will be asked to use to collect data. Questions for such forms will be shared with the consultants at the beginning of the intervention.

## VI. MODALITIES

### Organisation

This intervention will take place remotely.

The WFDFI website is in English, but AADFI works both in French and English. Part of the work and identification of resources may be in French.

### Communication and Visibility

The consultant will be asked to document the activities for the ICR Facility (taking photos of the workshops with the agreement of the participants, possibility of recording a short video testimony). The consultant may also be asked to produce communication elements such as audio or video interviews with local stakeholders or blog posts on the intervention. The consultant may also be required to be available to provide a brief statement about his or her contribution for the Facility's website.

All documents and presentations need to follow the ICR Facility's Communication & Visibility Guidelines

### Date and location

The activity will take place in the second semester of 2021.

### Length

The activity will have a maximum duration of 40 days of expertise.

### Budget

Product	Detail	Max. quantity
Fee days	Content classification (including interview with AADFI personnel to identify the needs and target audience of each type of content)	6
	Propose a structure for the knowledge hub	3
	Identification of existing resources and inclusion in the knowledge hub	20
	Produce clear guidelines and a manual of procedures on how to update the website, incl. a proposal for categorization and indexing of knowledge resources	7
	Training of relevant personnel	2

	Coordination and final reporting to ICR Facility	2
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## VII. REQUIRED SKILLS

### Qualifications and professional experience

The position is open to consultants with the following qualifications:

- Proven experience in knowledge management. Similar experience in working with an institution on the content of their website would be a plus.
- Good knowledge of development finance and development cooperation topics
- Proven experience in organising trainings for institutions
- Familiarity with Wordpress
- Good coordination and communication skills
- Fluency in written and spoken English is required. Working knowledge of French would be preferable

### Application

[https://expertise-france.gestmax.fr/6428/1/icr-facility-development-of-a-dfi-knowledge-hub-hosted-on-the-world-federation-of-dfi-s-website-h/en\\_US](https://expertise-france.gestmax.fr/6428/1/icr-facility-development-of-a-dfi-knowledge-hub-hosted-on-the-world-federation-of-dfi-s-website-h/en_US)

Until June 2<sup>nd</sup>, 2021