



RECRUITMENT NOTICE FOR LEARNING NETWORK FACILITATOR

The QED Group, LLC (QED) is seeking to recruit an experienced KM/development professional to join our USAID-funded **Knowledge-Driven Microenterprise Development** (KDMD) project as a full-time Learning Network Facilitator. The KDMD project aims to create tools and opportunities for USAID microenterprise development partners and other practitioners to connect, share knowledge, and learn from one another to improve their practice. As implementer of KDMD, QED has established sophisticated, cutting-edge knowledge management and communications systems, including the award-winning microLINKS and the Poverty Frontiers websites.

The Grants-Under-Contract (GUC) Learning Network is a competitive grant program funded by USAID that brings together select practitioners to generate new and critical knowledge to help advance priority areas in the microfinance and microenterprise development practices. The focus is on generating, sharing and leveraging results and lessons at the individual grant as well as group level to benefit the wider industry. At the individual project level, the Learning Network provides a forum and laboratory for practitioners/grantees to get (on demand) support from their network peers as well as technical experts (within and outside USAID), explore knowledge gaps in the industry, test hypotheses and new approaches, challenge current assumptions, capture results and lessons, and learn from one another. At the group level, the Learning Network is meant to function as a mini think-tank (and a mechanism for exchange between practitioners and USAID), with members working in a collaborative manner to identify issues, concerns, challenges and opportunities in the industry and correspondingly develop joint knowledge products that can add value to the wider community and, over the long term, improve its practice.

Position Description:

The Learning Network Facilitator will report directly to the Deputy Chief of Party and/or his designee and will work closely with the GUC Grant Manager as a member of the learning network coordination team. The Facilitator is expected to facilitate both the on-line discussion forum of the Learning Network as well as support facilitation of the three face-to-face meetings over the course of the grant cycle, with a view to help grantees advance on their individual and group learning agenda, and ultimately to achieve their learning goals and the delivery of knowledge products that will help fill a knowledge gap in the industry.

This is a full time staff position based in Washington DC and may require some travel within and outside the US.

Responsibilities:

The Learning Network (LN) Facilitator will be responsible for the following:

- Planning and co-facilitating three face-to-face events for each LN (over the course of the grant period, ranging from 12-36 months);
- Facilitating online discussions, sharing of experiences and lessons learnt, and other exchanges over the LN (listserv) on an ongoing basis. This includes identifying issues and topics that are of concern/interest to LN members;

- Developing a pipeline of topics to cover over the LN and preparing summaries of discussions on a biweekly basis;
- Identifying and planning activities that foster learning at the individual and group level, such as webinars, site visits, virtual roundtables, peer assists, etc;
- Providing guidance and feedback to LN members as and when needed to help them achieve their individual project as well as group learning objectives;
- Identifying subject matter experts, as and when needed, to provide members of the LN with access to technical expertise;
- Providing overall leadership to the LN, both online and in-person, to encourage knowledge sharing and collaboration among members and to help shape learning agendas to address industry-level knowledge gaps and constraints;
- Monitoring progress of LN members to ensure they remain on track to reach their individual project as well as group learning objectives, including delivery of knowledge products, within the agreed timeframe;
- Working with subject matter expert(s) to help shape and finalize technical outputs at the individual and group level;
- Working with KDMD's Communication Specialist to help the LN develop a sound outreach and product dissemination strategy;
- Participating in internal assessing and learning activities such as an AAR, final report, etc. to capture lessons learnt and LN good/bad practices;
- Other tasks and duties as required and/or assigned by the supervisor.

Requirements:

- Exceptionally strong facilitation skills, both in person and online.
- Extensive experience working with online communities, task groups, and learning networks.
- Able to communicate clearly and effectively through email and in person.
- Able to grasp and synthesize a wide range of sometimes complex ideas and issues and communicate them back to the group.
- Highly effective at networking and at securing information and expertise.
- Familiarity with adult learning approaches and techniques, including how to lead and motivate groups.
- Motivated and responsive to the needs of peers.
- Excellent judgment, strategic thinking and the ability to manage risk and competing priorities and meet deadlines.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexity.
- Demonstrated knowledge of Web 2.0 tools and their appropriate applications.
- Bachelors or Masters Degree in International Affairs, Political Science, Business, or related area.
- USAID project management, training, or consulting experience an asset.