

Scope of work for knowledge management specialist:

Objective:

Promundo-US is seeking a consultant to develop a simplified, clear, and easy to navigate cloud storage and folder management system that helps staff across all departments access information easily and quickly.

Proposed steps:

- 1. The consultant conducts a thorough audit of the organization's current cloud storage and knowledge management system.** Currently, we use Dropbox as the main platform for collaboration, but we also use Google Drive from time to time. This step may include the following:
 - **Reviewing our current folder structures** and identifying folders that need to be archived, deleted, reorganized, or backed up.
 - **Facilitating focus group discussions and/or interviews** with key personnel to identify pain points across all departments on working with Dropbox.
- 2. The consultant develops recommendations and guidelines on a more efficient cloud storage and filing system.** Based on the results of the audit, this step may include:
 - Developing **effective folder structure protocols** for different categories of information, workflows, and folders. E.g., project folders used most by the research and program teams; administrative and HR folders with limited access; organization-wide learning and resource folders that may need to be shared externally; and so on.
 - Determining if **a different platform** might be more appropriate for our work, e.g., Box, Google Drive, SharePoint. This recommendation should keep in mind differences across operating systems, security concerns, average workflows, comfort levels of team members, and any other considerations.
 - Working with different departments to **reorganize our current folders** to align with this new protocol and addressing any challenges/gaps along the way.
- 3. The consultant helps ensure future maintenance and compliance of the new organizing protocols.** Once new processes, structures, and protocols are developed and implemented, this step may include the following:
 - Conducting a **short workshop** or sharing resources to ensure that the entire team is onboarded to the new system and are comfortable using it.
 - **Documenting and creating tools** to help onboard future staff on this protocol and as a refresher for current team members if they need it.
 - Identifying **any next steps or concerns** that were not addressed within the scope of this timeline and budget, but which may be critical to address in future.

Budget and timeline:

In their application to this call, the consultant should include a proposed timeline and budget. This work is intended to be concluded by December 2022 and within a budget of \$10,000 USD. All applicants should submit to jobs@promundoglobal.org by **April 22, 2022**.

About Promundo-US:

Promundo started in Rio de Janeiro in 1997 and works internationally to engage men and boys in advancing gender equality and preventing violence. Promundo-US was founded in 2011 to coordinate research, program development and advocacy internationally, in addition to work in the US. Specifically, Promundo-US carries out high-quality formative, population-based research; develops and conducts impact evaluations; implements and supports scale-up of gender-transformative interventions; and carries out national and international advocacy to achieve gender equality and prevent violence. Promundo-US' program areas include conflict and security; economic justice; fatherhood and caregiving; preventing violence; youth and equality; health equity; and research for action. Promundo-US' flagship campaigns include MenCare, a global campaign for promoting men's equitable participation as caregivers; and the Global Boyhood Initiative, a global effort to promote healthy masculinity with boys aged 4–13. Promundo-US is based in Washington, DC, with staff based in several countries and cities. Promundo-US also partners with several national and international corporate sector partners on healthy masculinity and gender equality and provides training for corporate sector and other workplaces via its Workplace Advisors practice. For more information, see www.promundoglobal.org.