

TERMS OF REFERENCE**Digital Curator – humanitarian learning****Deadline: 5 April 2024**

Applications should be sent by email to alnap@alnap.org by midnight UK time on 5th April. This is a global recruitment for a 12-month consultancy of 2-3 days per week. Short-listed candidates will be contacted for interview.

If you have questions about the scope or qualifications for this work, please get in touch at the above email address.

1. Background

The Active Learning Network for Accountability and Performance in Humanitarian Action (ALNAP) is a system-wide network organisation dedicated to improving the accountability and performance of humanitarian action by strengthening the humanitarian evidence base through sharing lessons, identifying key issues and, where appropriate, providing leadership to find collective approaches and solutions. ALNAP is hosted by ODI in London. For more details on ALNAP please visit: www.alnap.org.

ALNAP is here to connect humanitarians to the evidence and learning they need, when they need it.

ALNAP's resource library <https://library.alnap.org/help-library> was created to aggregate and preserve research outputs, evaluations and practical resources from across the humanitarian sector. The library is **a public good** for the humanitarian sector and beyond. Its purpose is fourfold:

1. Advance learning among the humanitarian community by facilitating discovery of and access to information about what works and what doesn't work in humanitarian action.
2. Contribute to the development of new research about humanitarian performance through archiving and facilitating discovery of learning resources
3. Preserve humanitarian knowledge and learning for future generations. A lot of humanitarian learning is lost through staff turnover, but the library retains crucial information about the humanitarian endeavour over many years and makes it possible to chart trends in the performance of humanitarian action.
4. Host humanitarian knowledge and learning to support the efforts of humanitarian actors to fulfil their transparency commitments.

Think of the HELP library as a public library or museum. Anyone can search, browse and access the resources in the library. Visitors from all walks of life, including technical specialists and generalists, can come in and either:

- Browse the collection
- Look for specific materials of interest
- Visit an exhibition on a particular theme

Although the library is open to anyone, it is particularly aimed at ALNAP's core audiences, namely:

- Implementers
- Evidence generators
- Policymakers and funders
- Sector reflectors, advocates and communicators
- Academics, students and entry-level humanitarians

Aim and Scope

We are looking for a curator who can work with Secretariat staff to manage the digital library and ALNAP's digital resources, including curating, monitoring what is being uploaded, and increasing use. The objective for this role is to increase user engagement with the library, especially increasing the number of returning users and increasing the length of time that users spend in the library and on the website.

This will include:

- Ensuring the library is **reliably updated** with new resources, and resources are **catalogued and archived consistently**.
- Assist in the development, organisation and classification of all resources to facilitate easy navigation, browsing, and access.
- Supporting users, ALNAP staff, and ALNAP members, to regularly **submit resources** to the library.
- Enable ALNAP to **share resources in innovative and audience-focused ways**, for example via topical collections ('exhibitions'), and through our communications and outreach with the sector.
- Pursue **partnerships and shared initiatives** with the wider ALNAP network for mutual benefit, in support of the library's purpose.
- Work with colleagues in the secretariat to develop the **strategy and functionality** of the library, ensuring it is continuously informed and improved by consulting users and analysis of data on user needs (use, accessibility, effectiveness of tagging etc).
- Tag and describe digital resources appropriately to facilitate their organisation, searchability, and retrieval using metadata tags and taxonomy tags.
- **Monitor user engagement** by analysing usage statistics, user feedback, and performance metrics to improve the user experience and satisfaction by identifying improvement opportunities.
- Promote approaches that enable the library to host **resources from a truly global range of organisations** and commentators.
- Work with colleagues in the secretariat to ensure **technical aspects** of the library platform are well-maintained and continuously improved.
- Work with colleagues in the secretariat to explore **new technologies** to minimise time-consuming tasks and maximise utility of the library, for example the use of AI to generate summaries, or automatically scrape resources from relevant archives, repositories, databases, and websites.
- Provide assistance and guidance to users on how to effectively search and locate the HELP library resources.

The curator will be managed by the ALNAP communications team and will work closely with other colleagues across the secretariat.

Your profile

Technical experience, skills and knowledge:

- Degree or equivalent qualification in an appropriate technical field, or equivalent level of professional experience
- Written and verbal communication skills in English
- Proficiency in database management and content management systems i.e drupal and wagtail
- Organisational and administrative skills, with strong attention to detail
- Interpersonal skills and a strong team player
- Experience of digital communications/on-line platforms
- Experience of curating online libraries/resources
- Ability to work independently whilst knowing when to refer for advice
- A proactive approach to work with a high level of initiative, ability to manage different priorities, and willingness to learn and develop new skills
- Experience of working in a virtual network or remote team



Duration and location of consultancy

We are looking for a part time consultancy (2-3 days a week) for up to 1 year. This is a global consultancy so candidates can be based anywhere in the world. We particularly encourage applications from candidates based in countries affected by humanitarian crises.

Expressions of interest

Deadline for all applications is midnight UK time on 5th April 2024. Short-listed candidates will be contacted for interview and interviews will be conducted on a rolling basis.

To apply, please provide:

- An updated CV showcasing your relevant work for this role.
- A cover letter explaining how your experience aligns with the profile presented in the ToR.

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