The role of instruments can vary; some instruments require shorter term and more intense individual engagement while others require a longer term and less intense degree of individual engagement.

**KNOWLEDGE EXCHANGE**

**INSTRUMENTS**

**SHORT TERM ENGAGEMENT**

**Conference**

A formal event in which a large number of participants come together to share knowledge and experiences on a specific topic/theme.

**BEST USED FOR**

- gaining new knowledge.
- outreach to a large number of participants, especially when targeting high-level audiences
  - as single or multi-day events.
  - with multiple thematic tracks / immersion in select topics.
  - with parallel workshops and knowledge fairs dealing with the same topic or theme.
- networking, building partnerships, and strengthening communities.
- in-depth knowledge exchange activities designed to support knowledge transfer.
- giving a topic high visibility or launching global initiatives.
- communicating program impact or changes in strategy.

**Expert Visit**

Sending a practitioner or technical specialist from a knowledge provider country/region/organization to a knowledge seeker country/region/organization to assess current circumstances and/or provide guidance on a specific challenge.

**BEST USED FOR**

- enhancing skills and developing a new proficiency.
- gaining an in-depth diagnosis of a development challenge and recommendations for adapting a good practice or solution to the local context
  - over the span of several days or as a series over the span of months, as needed.
  - with small groups of participants.
  - with expert-to-expert interaction.
  - at the institutional level.
- getting hands-on guidance and coaching or mentoring through various stages of implementation.
- times when travel to the knowledge supplying country is not possible (for whatever reason).
**Knowledge Fair**

A face-to-face knowledge sharing event designed to showcase participants’ experiences, achievements, and innovations and market new programs to donors and potential partners.

**BEST USED FOR**

- forging networks and partnerships
  - at a global, country, community, or institutional level.
  - as a single-day or multi-day event.
  - for a large number of attendees.
  - in multiple modes (face-to-face and/or virtual).
- raising awareness.
- sharing innovations and/or identifying good practices.
- getting visibility for team efforts on a particular project or topic.

**Study Tour**

A visit or series of visits to one or more countries or sites by an individual or group with a specific learning goal in mind; participants experience firsthand how something was or is being implemented.

**BEST USED FOR**

- gaining new knowledge.
- raising awareness of what is possible
  - with a designated coordinator for the host and the visitors.
  - with no more than 25 participants; ideally less than 20 participants.
  - as single or multi-country/area tours.
  - over the span of several days or even weeks.
- seeing and learning different ways of doing things.
- forging networks and partnerships with people working in similar areas.
- developing shared understanding and motivation for collaborative action among different stakeholder groups.

**Workshop**

A structured event focused on having participants work together to solve a common problem or perform a task.

**BEST USED FOR**

- enhancing skills or developing a new proficiency.
- addressing specific knowledge and learning needs that require a structured learning environment
  - at a global, regional, country, community, and/or institutional levels.
  - for a small number of people (maximum 35).
  - in multiple modes (face-to-face or virtual).
- writing reports, documenting opinions and suggestions, or creating collaboratively developed plans on a specific issue.
- building networks and skills to help launch new initiatives.
Competition/ Challenge

A contest aimed at finding and supporting new ideas and accelerating innovations, usually culminating in a showcase event to recognize the competitors and winner(s).

- gaining new knowledge.
- providing recognition and rewards for innovative ideas
  - at a global, regional, country, local, or institutional level.
  - in multiple modes (face-to-face or virtual).
  - with jury of experts.
  - according to a set of guidelines.
- helping launch new initiatives.
- showcasing quality work.
- generating new ideas.

Knowledge Jam

A facilitated conversation between knowers and doers (change agents) to surface hidden know-how around targeted topics and to translate knowledge into action.

- initiating new and improved actions.
- eliciting hidden know-how around targeted topics
  - with brokers (doers or change agents) who are driven to make sense of the ideas, as they are charged with the responsibility to act.
  - in a systematic and efficient way. It is a five-step process and the primary elicitation process takes approximately 90 minutes.
- channeling knowledge into action by explicitly propelling the group towards a deliverable from the knowledge exchange.
- solving problems using a task force model: the brokers’ deliverables drive the agenda.
- surfacing facts, ideas, and insights that no one person could have on their own.
- inquiring safely into what did or could happen, capturing participants’ words, protecting anonymity.

Multi-Stakeholder Dialogue and Consultation

A facilitated series of conversations among stakeholders/peers to gain multiple perspectives and deeper understanding, reach consensus, or encourage action.

- facilitating trust and communication among key stakeholders.
- enhancing commitment to agenda/group.
- sharing practical experience and diverse perspectives.
- strengthening multi-stakeholder coalitions.
- increasing access to resources and practitioners.
Community of Practice
A group that interacts regularly on a common topic to learn from one another.

Twinning
The pairing of one institution with a similar but usually more mature institution for a mutually beneficial partnership.

BEST USED FOR

Community of Practice
» enhancing connectivity and strengthening relationships among peers.
» energizing professional networks
  › at global, regional, country, community, and institutional levels.
  › in multiple modes (face-to-face and virtual activities).
  › as formal or informal arrangements.
  › with a lead coordinator for management purposes.
» sharing experiences, lessons learned, and best practices.
» generating new ideas.
» capturing and sharing tacit knowledge.

Twinning
» initiating new and/or improved actions.
» enabling long-term cooperation
  › at the institutional level as one-way or two-way twinning.
  › to meet the needs of both institutions involved.
  › as a formal or informal arrangement.
  › sustainable cooperation that continues after project completion.
» enhancing organizational capacity.
» integrating training and technical assistance.