



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for National Consultant Job Title: Forest Officer	
Division/Department: FAO Nepal	
Programme/Project Number:	
Location: Kathmandu	
Expected Start Date of Assignment: May 2016	Duration: 08 months
Reports to Name: Dr. Binod Saha	Title: Assistant FAOR
GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED	
<p>Under the overall supervision of the FAO Representative, direct supervision of the Assistant FAO Representative (Programme) and in close coordination with Administrative Section of the FAO Representation, the Forest Officer will assist in the conceptualization, development, approval and operation of the projects and programmes in the areas of forestry and soil conservation.</p> <p>More specifically, the incumbent shall:</p> <ul style="list-style-type: none">• Assist in the identification, formulation and formalization of projects and programme documents aligning with the CPF priorities in close consultation with the government, and development partners;• Assist in developing and updating the country level development frameworks, Strategies, Programme and Plans.• Assist in identifying windows for and mobilizing extra-budgetary resources to support the implementation of FAO's pipeline projects and programmes;• Carry out operational responsibilities of the project/programme implementation in line with project agreement and FAO field programme guidelines and administrative procedures, and propose timely corrective measures to overcome operational constraints;• Support in developing and maintaining relations with the government ministries, donors, and civil society including other stakeholders involved in the area of forestry, livelihood and rural development;• Support in the collection, consolidation and maintenance of country data on forestry and soil conservation as well as project/ programme related information and data;• As assigned participate in the meetings/workshops/seminars and represent the organization, advocate its policy positions, mandate, and national priorities and programmes; and communicate its services and assistance available to the Government authorities and other stakeholders,• Prepare background material for the FAOR and AFAOR (Programme) including meeting minutes on a variety of topics as needed;• In liaison with Administrative Section of the organization promote coordinated action for the operational support to the assigned projects and programmes for their timely and effective implementation,;• Perform any other duties as assigned (support for regional and global project).	
KEY PERFORMANCE INDICATORS	
Expected Outputs: <ul style="list-style-type: none">• Resource mobilization and delivery increased	Required Completion Date
Academic Qualification: <ul style="list-style-type: none">• University degree in Forestry and Natural Resource Management or related fields;	
Technical Competencies and Experience Requirements: At least ten years of proven experience in development and management of projects and programmes with UN/ I/NGO or relevant government institutions in the area of forestry and natural resource management; Excellent computer skills (MS Word, Excel and power point) and proficient in report writing and technical programme document preparation.	