



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Consultant/PSA

Name:	TO BE RECRUITED		
Job Title:	International Consultant on Forest Administration		
Division/Department:	Regional Office for Europe and Central Asia (REU)		
Programme/Project Number:	TCP/RUS/3402, " Strengthening the Capacities of the Regional Forest Administration Units in the Russian Federation"		
Location:	Moscow and Pushkino, Russian Federation, with in-country travel as required		
Expected Start Date of Assignment:	February 2013	Duration:	48 days on a when actually employed basis (34 days in two missions and 14 days home base) until 30 September 2014
Reports to: Name:		Title:	Senior Forestry Officer, FOEI

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of the Regional Representative for Europe and Central Asia (REU), the direct technical supervision of Senior Forestry Officer (FOEI), the operational supervision of Field Programme Officer (REU), and in close collaboration with the National Consultant on Forest Administration, other project consultants and counterparts, the International Consultant on Forest Administration will undertake the following duties:

First Mission (17 days mission plus 7 days home base)

- Define the methodology for collection of information on regional forest administration authorities and conduct the functional analysis of the regional forest administration authorities;
- Prepare the Letter of Agreement including the Terms of Reference and identification of potential contractor for Preparation of baseline study for evaluation of the present state of knowledge of regional forest administration personnel in one pilot region;
- Contribute to and participate in workshops in the pilot federal area (okrug) for gathering information to develop the draft Voluntary guidelines;
- Contribute to the analysis of the collected information and develop the draft Voluntary guidelines for administrative regulations for forest ranger district with the National Consultant on Forest Administration.

Second Mission (17 days mission plus 7 days home base)

- Supervise the development and implementation of the baseline study;
- Contribute and participate in workshops in the pilot federal area (okrug) including all stakeholders to present the principles of the draft guidelines;
- Finalize and submit the guidelines to the FFA for dissemination and implementation in all federal areas in the Russian Federation.

Qualifications

- A degree from a recognised, reputable university or institute related to Forest Management, Forestry Administration and/or Business Administration. Master's Degree or equivalent is an asset;
- At least five years of experience and good working knowledge of Forestry Administration;
- Fluency in the English language is mandatory, knowledge of Russian is an asset.

Remuneration:

Competitive

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
• Written reports in English within two weeks of conclusion of each mission. The reports should give a clear summary of recommendations and conclusions and points for follow-up.	• Within two weeks after the first and second mission respectively

HOW TO APPLY

Please send your application to reu-vacancies@fao.org (the subject line of the message must include the project code – TCP/RUS/3402 and the title of the position – International Consultant on Forest Administration) within **10 February 2013**, including the following documents:

- 1) Completed FAO Personal History Form (available at: <http://www.fao.org/employment/current-vacancies/consultants/en>);
- 2) Brief cover letter indicating your suitability and motivation.

Only shortlisted candidates will be contacted.