Terms of Reference

Name: 
Job Title: CFS Monitoring and Evaluation Specialist
Division/Department: ESA/ESD
Programme/Project Number: Committee on World Food Security (CFS)
Location: Rome, Italy
Expected Start Date of Assignment: starting in January 2014
Duration: The duration of the consultancy will be approximately 7 months
Reports to: Name: Kostas Stamoulis
Title: CFS Secretary

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

Background
The Committee on World Food Security (CFS) is an inclusive multi-stakeholder forum for policy development and convergence to improve food security and nutrition. An Open-Ended Working Group (OEWG) on CFS Monitoring, which is supported by a Technical Support Team (TST), has been established to take forward this work. One aspect of this work is to assess how well the Committee is meeting its overall objective of contributing to the improvement of food security and nutrition at various levels. CFS 40 endorsed the proposal to focus the CFS monitoring on the Committee’s major, strategic and catalytic products and to conduct periodic assessments of the CFS effectiveness in improving policy frameworks and in promoting participation of and coherence among stakeholders on food security and nutrition. Under the overall supervision of the CFS Secretary, and in consultation with the OEWG Monitoring and TST, a monitoring/evaluation specialist will be recruited to undertake the following activities/outputs, including:

1. Organise a technical workshop of evaluation experts to get ideas and inputs on both the initial survey and future periodic evaluations of the effectiveness of CFS. This will entail communication, logistics and event management activities.
2. With support from the CFS Secretariat, implement and facilitate the workshop and produce the report of the workshop.
3. Drawing on the outcome of the workshop and other technical inputs, develop an initial survey instrument, including suggested modalities for implementation,
4. In consultation with the OEWG, revise/modify the survey instrument as necessary.
5. Prepare a proposal based on the above for the approval of CFS 41 in October 2014 with a view to implementing the survey in 2015

REQUIRED COMPETENCIES

- University degree in a relevant discipline such as agricultural or development economics, information sciences, etc.;
- Minimum of 5 years’ experience working with evaluation and information systems, as well as experience in the organization of information exchange workshops

HOW TO APPLY
Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: http://www.fao.org/fileadmin/user_upload/Employment/docs/Applying_to_Consultancy_Vacancies_at_FAO.pdf

The PPF along with a cover letter should be sent via email to: CFS@FAO.ORG

Please write as subject: **CFS Monitoring and Evaluation Specialist**

Deadline for applications: 10 January 2014

Applications received after the closing date will not be given consideration. Only short-listed candidates will be contacted.