



## FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

### Terms of Reference for Consultant ✓/PSA

Minimum number of years of relevant experience required: 1yr  5yrs  12+yrs

<b>Name:</b>			
<b>Job Title:</b>	Food Security Cluster Coordinator (International Consultant)		
<b>Division/Department:</b>	FAOBD		
<b>Programme/Project Number:</b>	OSRO/BGD/401/EC		
<b>Location:</b>	Dhaka, with possible travel in the country and region		
<b>Start Date of Assignment:</b>	1 <sup>st</sup> June, 2015 or as soon as possible	<b>Duration:</b>	Initially for 2 months (probation); possible extension up to 11 months
<b>Reports to:</b>	<b>Name:</b> <i>David W Doolan</i>	<b>Title:</b>	Deputy FAOR in Bangladesh

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

Under the overall supervision of the FAO Representative in Bangladesh and direct supervision of the Deputy FAO Representative, the Consultant will work as Coordinator the Food Security Cluster. The Consultant will work in close liaison with the Global Food Security Cluster in Rome, as well as the FSC co-leads in Bangladesh, FSC members ensuring adequate coordination of all activities undertaken by the FSC in Bangladesh.

The objective of a country-level Food Security Cluster (FSC) is to ensure a timely, coherent and effective food security response by mobilizing stakeholders to respond in a strategic manner to a humanitarian crisis. The role of the Food Security Cluster Coordinator, as set out in the IASC Generic Terms of Reference for Sector Leads at Country Level, is to lead and facilitate this process through:

- Inclusion of key humanitarian partners;
- Establishment and maintenance of appropriate humanitarian coordination mechanisms;
- Coordination with national/local authorities, state institutions, local civil society and other relevant actors;
- Ensuring appropriate participatory and community-based approaches;
- Ensuring appropriate attention to priority cross-cutting and cross-sectoral issues (e.g. gender, age, HIV and AIDS, human rights, environment and early recovery);
- Undertaking needs assessment and analysis;
- Coordinating sector-wide emergency preparedness;
- Undertaking planning and strategy development;
- Ensuring the application of appropriate standards;
- Ensuring monitoring and reporting;
- Undertaking advocacy and resource mobilization;
- Undertaking training and capacity building; and
- Provision of assistance or services as a last resort subject to access, security and availability of funding.

The Cluster Coordinator in Bangladesh will work closely with the FSC Co-management Team (FAO Deputy Representative and WFP Deputy Country Director), and will work impartially with all members of the Food Security Cluster, serving and representing the group as a whole, not an agency.

In case of emergency, and in consultation with Cluster Co-Leads, the FSC Coordinator will work closely with the Humanitarian Affairs Advisor to UN Resident Coordinator.

Specific tasks of the FSC coordinator are:

- Regularly review, update and disseminate the contingency plan in response to FSC members expressed needs.
- Follow up FSC Work-plan 2014-2015, to ensure successful achievement of FSC Objectives.
- Prepare the project reports (ECHO and FAO format) as instructed by supervisor, ensuring timely contributions from all team members.
- Organize and coordinate FSC and TWG Meeting.
- Coordinate with other cluster coordinators.
- Participate in inter-cluster IM coordination working group.
- Participate in Cash Working Group meetings and coordinate with CWG coordinator.
- Liaise with gFSC as required on relevant issues.
- Any other tasks within their area of technical competence, as assigned by supervisor.

#### KEY PERFORMANCE INDICATORS

*Expected Outputs:*

- Maintaining a functioning FSC (e.g. organization of FSC and TWG meetings, regular update of the website)
- Regular coordination with FSC co-leads.
- Drafting of project reports (ECHO format).
- End of assignment report.

*Required Completion Date:*

Assignment NTE date

#### REQUIRED COMPETENCIES

##### **Minimum requirements and Selection Criteria:**

##### **Qualifications and competencies**

- At least 1 year of professional experience in humanitarian response.
- University degree in food security, agriculture, economics or related field.
- Demonstrated communication and conflict resolution skills, as well as ability to work in a multi-cultural environment while responding to tight deadlines with resource constraints.
- Understanding of the international humanitarian response architecture, including coordination mechanisms, humanitarian reform and action, and funding mechanisms.
- Experience of coordination and chairing of meetings.
- Ability to work with a diverse group of stakeholders, develop consensus, and support joint working.
- Excellent English communication skills, both verbal and written.

##### **Desirable**

- Experience in the food security sector.
- Previous experience in Bangladesh or in the region.
- Formal training in Cluster co-ordination or previous Cluster experience.

#### 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/employment/irecruitment-access/en/>
- Please upload to your Documents section an application letter stating your expression of interest and qualifications as well as a CV.
- In order for your application to be properly evaluated, please ensure that all sections of the on-line profile are completed. The PPF should be sent via e-mail to:
- All applicants will send their Personal Profile Form (PPF) to the following address: [FAOBD-Vacancies@fao.org](mailto:FAOBD-Vacancies@fao.org)
- Subject must refer **“Food Security Cluster Coordinator (International Consultant) – OSRO/BGD/401/EC”**
- **Deadline for submission of your application: 5 May 2015**
- Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.