



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant ■/PSA □

Minimum number of years of relevant experience required: 1yr 3yrs 5yrs 12+yrs

Job Title: Cash Transfer Programming Officer	
Division/Department: TCE	
Programme/Project Number:	
Location: Rome, Italy	
Expected Start Date of Assignment: April 25 2016	Duration: 6 months

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

Background:

Over the past fifteen years, FAO has implemented food security interventions by means of cash- and voucher-based programmes in forty countries. Specifically, FAO has engaged in voucher schemes for agricultural inputs, seed and input trade fairs, public works (cash- food- and voucher-for-work) and, on a limited scale, conditional and unconditional cash transfers. FAO specializes in cash transfer programs that promote agricultural production and food security and increase smallholder farmers' resilience to natural shocks.

At the end of 2012, FAO established a policy for the Organization's use of specific CT modalities to address hunger, malnutrition and food insecurity and as tools for social protection initiatives. This was followed in 2013 by two sets of guidelines – *Guidelines on Public Works (cash-food- and voucher-for-work)* and *Guidelines for Input Trade Fairs and Voucher Schemes* – that provide practical guidance to design and implement selected cash transfer modalities. After the release of the policy paper and the guidelines, FAO started to mainstream cash transfer programming (CTP) across offices in the field. To this end, in April 2014 FAO undertook a capacity-building program with the objective to train FAO staff in Decentralized Offices (DOs).

The capacity building program will continue in 2016 with training sessions on the principles of CTP and on selected cash transfer modalities (e.g., cash for work, voucher schemes, input trade fairs, conditional and unconditional cash transfers) in selected DOs. The consultancy aims at further strengthening the institutionalization process of CTP across the Organization by reinforcing the capacity of DOs.

Duties and Responsibilities

Under the overall supervision of the Senior Technical Office and the direct supervision of the Cash Programming Coordinator the consultant will

- Support cash transfer programmes in DOs ensuring high operational standards and compliance with FAO rules and regulations
- Prepare and revise material for the training courses on principles of cash transfers, conditional and unconditional cash transfers, cash for work and vouchers schemes
- Deliver training on principles of cash transfer programming and specific cash transfer modalities
- Develop tools to improve the quality of cash transfer programming in DOs
- Provide inputs to FAO corporate CT programming strategy for FAO's humanitarian and development interventions
- Technically review the contractual instruments used by FAO in voucher-based schemes

- Assess FAO cash/voucher-based interventions
- Develop systems to ensure accountability to beneficiaries
- Review of FAO CTP material including Standard Operating Procedures and Manuals
- Provide support for FAO institutionalization initiatives
- Represent the division in meetings on cash transfer programming with internal stakeholders (e.g., divisions of Finance, ICT and Procurement) and external ones (e.g., UN agencies, NGOs, Cash Learning Partnership, donors, private sector)
- Support/Conduct any necessary market assessment related to CTP
- Perform other relevant duties as required

KEY PERFORMANCE INDICATORS

Expected Outputs:

- Training courses material revised
- Training on principles of cash transfer programming and specific cash transfer modalities delivered
- Tools to improve the quality of cash transfer programming in DOs
- Contractual instruments used by FAO in voucher-based schemes reviewed
- FAO CTP material (Standard Operating Procedures and Manuals)

Required Completion Date:

End of assignment

REQUIRED COMPETENCIES

Minimum requirements and Selection Criteria:

Academic Qualifications

- Advanced University Degree (M.A. or higher)

Technical Competencies and Experience Requirements

- Seven years of experience of working in different aspects of humanitarian and development topics relevant to cash programming with at least five years specifically on cash and voucher programming preferably for food security in humanitarian crises
- Solid experience with electronic vouchers and cash transfers
- Proven ability to conduct in-depth analyses
- Experience working in the field in developing countries
- Experience in capacity building, mobilizing resources and public speaking
- Ability to carry out market assessments (e.g. EMMA, MiFIRA) for CTP is an advantage
- Knowledge of social protection systems using cash transfers is desirable
- Previous experience working with UN agencies is desirable
- Understanding of fund raising and donor relations
- Fluent written and spoken English and high-level competency in French.

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/>

The PPF should be sent via e-mail to: giulio.franco@fao.org with copy to david.calef@fao.org

Deadline for application: 18 March 2016

Applicants received after the closing date will not be given consideration. Only short listed candidates will be contacted. Potential candidates will be contacted in late March 2016 for interviews.

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