



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant

Minimum number of years of relevant experience required: Less than 5 yrs 5 yrs 7 +yrs

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| Job Title: | Events Consultant |
| Division/Department: FODD– office of the Assistant Director General of the Forestry Department and UN Commissioner for Expo Milano 2015 | |
| Location: Expo Milano and Food and Agriculture Organization of the United Nations (FAO) headquarters in Rome, Italy | |
| Expected Start Date of Assignment: | As soon as possible |
| | Duration: 6 Months (renewable up to 10 months) |
| Reports to: Name: Clara Velez-Fraga | Title: Coordinator, UN-Expo Team |

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

Under the direct supervision of the UN Expo Project Coordinator, the incumbent will principally support the coordination of UN events at Expo Milano 2015, while also assisting with the coordination of general day-to-day matters related to the UN System's presence at the Exposition.

Specific duties as a member of the UN-Expo team include:

1. Based permanently in Milan or travelling frequently there for extended periods of time, throughout the assignment, the Events Consultant will act as the focal point on the UN-Expo team for UN events related to Expo Milano 2015, liaising closely with the UN-Expo Project Coordinator and the Expo Communications team
2. Support the organization of activities related to the celebration of **three UN Days at Expo Milano 2015**. This will include:
 - **World Food Day** at Expo Milano on 16 October 2015 working closely with the Project Coordinator and FAO Office for Outreach and Promotions;
 - supporting the United Nations Environment Programme (UNEP) in the organization of all activities and events related to the celebration of **World Environment Day** at Expo Milano on 5 June 2015; and
 - supporting the Office for the Coordination of Humanitarian Affairs (OCHA) and the World Food Programme (WFP) in the organization of all activities and events related to the celebration of **World Humanitarian Day** at Expo Milano on 19 August 2015.
3. Support the lead agencies in the compilation of guidelines and a toolkit for the three UN Days.
4. Assist with the organization of other UN events at Expo Milano from 1 May 2015 – 31 October 2015, in direct liaison in direct liaison with all involved UN agencies, updating the Project Coordinator regularly on UN System participation.
5. Act as the UN-Expo point of contact in Milan for other communications tasks related to the UN System's participation in Expo 2015, in close collaboration with the participating UN agencies and the UN Department of Public Information (DPI), New York, in particular coordinating official visits of high-level UN representatives to the Exposition.
6. Support the implementation of a communication strategy for UN participation at Expo. Tasks in particular will include: determining innovative and sustainable ways to promote UN events at Expo 2015, drafting text for the web and other communication products, coordinating the production of multimedia information and promotional materials for events and initiating and managing contacts with key media outlets in Milan, in close consultation with the media consultant on the UN-Expo team and the Rome-based agency communication teams.
7. Write/prepare official communications including speeches, speaking points or presentations for the UN Commissioner General for Expo 2015, members of the UN-Expo Steering Group, UN senior officers; and high-level correspondence.
8. Initiate and participate in meetings with Expo organisers, in particular the Expo events and communication teams, as well as key contacts, to ensure their support and keep up to day with any new developments.
9. Prepare a report.
10. Perform other communications, organizational and operational tasks related to Expo as necessary.

MINIMUM REQUIREMENTS

- Advanced University degree in communications or marketing and promotion;
- 3-5 years of relevant experience in international event organization, communications and/or marketing;
- Fluency in English and Italian;
- Familiarity with the UN System would be desirable.

SELECTION CRITERIA

Candidates will be assessed against the following:

- A broad range of communications skills (relationship building, marketing and promotion, writing, multi-tasking, team work);
- Experience in organizing important international events;
- Experience in planning and organization, including the formulation of communication plans.

KEY PERFORMANCE INDICATORS

- Communications report
- Completion of all tasks listed above that take place before the end of contract

Required Completion Date: 1 August 2015 (renewable up to December 2015)

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:

Clara Velez Fraga
UN-Expo-2015@fao.org

Deadline for application: 30 January 2015

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