



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant X/PSA ☐

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

Job Title:	Consultant fisheries information manager (FIRMS)		
Division/Department:	Fisheries and Aquaculture policy and resources division (FIA)/Fisheries and Aquaculture Department		
Programme/Project Number:	Programme of Strategic Objective 2 of FAO: monitor status and trends of fishery resources		
Location:	FAO Headquarters, ROME, with occasional field missions		
Expected Start Date of Assignment:	As soon as possible	Duration:	8 months (with possible extension)

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

The function is located in the Fisheries and Aquaculture Policy and Resources Division (FIA). FIA is responsible for the economic, social, institutional, governance and policy aspects of FAO's activities related to fisheries and aquaculture and their development, with particular emphasis on human well-being, food security and poverty reduction; post-harvest utilization, marketing and trade with due regard to the protection of the environment, food security and the well-being of fishing communities; collection, compilation, validation, trend analysis and dissemination of the best available and up-to-date fishery statistics and for the syndication of the FAO information on all aspects of world fisheries and aquaculture. The Division is also responsible for FAO's activities related to the management and conservation of the living aquatic resources used by fisheries and aquaculture, including the biodiversity and ecosystem maintenance, with particular emphasis on most vulnerable and threatened species and habitats; management of responsible fisheries and aquaculture in accordance with modern management standards and best practices; development of fisheries technology, with due regard to the protection of the environment, food security and the well-being of fishing communities, including the safety of fishers and fishing vessels.

The consultant will work in the Fisheries and Aquaculture Information and Statistics **Branch** (FIAS). FIAS is responsible for global statistics and information on fisheries and aquaculture, coordinates the development of international standards for fishery and aquaculture statistics, and supports partnership arrangements for the collation, sharing and dissemination of information. FIAS holds the Secretariat of the Fishery and Resources Monitoring System (FIRMS), a Partnership arrangement for sharing information on the status and trends of fishery resources.

Under the overall supervision of the Branch Chief FIAS, and in close collaboration with relevant staff of FAO, the consultant will support the FIRMS partners in fulfilling their reporting on the state of fishery resources. The function is primarily that of supporting and managing information flows for publishing in the FIRMS website.

More specifically, As a FIRMS Secretariat team member, the consultant will:

- Provide technical support/help desk to FIRMS Partners (internal and external RFBs partners) regarding their information contributions; this includes coordination for the development and validation of fishery resources inventories among the network of regional, and national focal points.
- Manage information regarding the reporting of FAO and associated Members (FAO RFBs), and/or provide technical assistance, or training as required.
- Support with technical contributions the Regional/training workshops including meeting documents, presentations and training delivery, and assist FIRMS Secretary on networking aspects.

- Lead or contribute to FIRMS Steering Committee recommendations, including working interactions with internal and external partners.
- Prepare technical topics for FIRMS Technical Working Group [e]-Meetings, facilitate discussions on such topics during the TWG [e]-Meetings, and report writing.
- Contribute to the development of improvements of the FIRMS website including web pages editing.
- Contribute to the specifications of the Global Record of Stocks and Fisheries (GRSF - BlueBRIDGE project), by liaising with holders of stocks and fisheries information sources that will contribute to the Global record (data managers of Ram Stocks assessment Legacy database, FIRMS partners, FishSource, FishBase, etc... ; and by analysing data structure and contribute to the specifications for unique identifiers.
- Handle the Word/Excel-to-XML workflow for fact sheets production and upload in the FIRMS website as necessary.
- Any other matters as required.

KEYPERFORMANCEINDICATORS

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> • updated Inventories and FIRMS published fact sheets for FIRMS partners (ie Regional Fishery Bodies and their national members as applicable); • Preparatory stages of capacity building workshops, as well as workshop sessions, delivered as required; regions possibly concerned are WECAFC, BOBLME, SWIOFC, FCWC, depending on availability of EBF; • Technical topics prepared for FIRMS TWG [e]-Meeting which are scheduled every quarter; Reports from [e]-meetings compiled in Wiki; • Contributions made to user interfaces and content specifications for the FIRMS information products and website; • Specifications delivered for the Global Record of Stocks and Fisheries, as per guidance from BlueBRIDGE EAB forum; • FIRMS Thematic pages enriched; 	<p>Continuous, as required</p> <p>Occasional, as required</p> <p>Quarterly basis Continuous, as required</p> <p>May 2016, then continuous</p> <p>Continuous, as required</p>

REQUIRED COMPETENCIES

Minimum requirements:

- Education: University degree in Biology, Fisheries, Aquatic Science and/or Library-Information Sciences
- Experience: at least two years experience in data analysis and/or information management
- Languages: Working knowledge (Level C) of English, French or Spanish with limited knowledge (Level B) of the other

Selection Criteria:

- Relevance of academic qualifications
- Extent and relevance of experience with fisheries and related fields such as aquaculture, aquatic biology
- Extent and relevance of experience in collecting and analysing aquatic sciences information and data
- Familiarity with data management and web-publishing tools.
- Extent and relevance of experience in organizing meeting, workshops and training courses
- Ability to work in teams, to communicate clearly and to build effective working relationships in a multi-cultural and international environment

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: VA-Consultants-FIAP@fao.org
- **Deadline for submission of your application: 1 February 2016**
- Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.