



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 ☐

Job Title:	PSA Consultant – Support on finance monitoring and reporting		
Division/Department:	FOA/ FO		
Programme/Project Number:	UNJP/GLO/386/UNJ		
Location:	Rome, Italy (FAO Headquarters)		
Expected Start Date of Assignment:	September/October 2016	Duration:	4 months
Reports to:	Programme Officer, UN-REDD		

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

Background

The United Nations Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries (UN-REDD Programme) is a collaboration between FAO, UNDP and UNEP. It builds on the convening power of its participating UN agencies, their diverse expertise and vast networks, and "delivers as One UN". Within the partnership, FAO takes the lead in the supporting countries on technical issues related to forestry and the development of cost effective and reliable Monitoring, Measurement, Reporting and Verification (M & MRV) processes for emission reductions which may be helpful to the implementation of REDD+ after the negotiations reach a final decision on this issue, as well as technical support on the construction of reference levels.

In the context of the UNREDD Programme, the PSA consultant, under the direct supervision of the Programme Officer (financial and budgeting responsible of the programme) and in close coordination with all members of the Programme in Headquarters and country offices, will assist in the following tasks:

1. Assist in monthly bases, keeping expenditures database up, monitoring expenditures under the Global Programme.
2. Assist in the preparation of the financial annual report.
3. Assist the Programme officer in the day-to-day financial operations.
4. Ensure correct record of expenditures according to financial regulations, rules and procedures.
5. Assist in the data analysis to improve effectiveness of financial monitoring.
6. Other duties as required.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ol style="list-style-type: none">1. Gain experience in monitoring complex budgets of joint UN programmes.2. Expand budget monitoring skills.3. Develop understanding of budget performance practices and management accounting.4. Timely reporting on activities.	Throughout the assignment.

REQUIRED COMPETENCIES

Minimum requirements:

- Bachelor or Master level degree in Business Administration, Finance, Accounting or other related fields.
- Language Requirement: Fluent level of English (Level C); good communication and writing in Spanish and/or French desirable.
- Strong organizational skills and ability to work independently and in multicultural groups.

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 email to: FOA-REDD-Finance-PSA@fao.org

Deadline for submission of your application: 10 June 2016.

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