



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Consultant/PSA

Job Title	Regional Project Coordinator		
Division/Department	Nutrition Division (ESN)		
Project Number	GCP/RAF/483/BRA		
Location	FAO Regional Office for Africa, Accra (Ghana)		
Expected Start Date of Assignment	February 2014	Duration	24 months
Reports to	Mohamed Ag Bendech	Title:	Regional Senior Nutrition Officer, RAF

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

Under the supervision of the Senior Regional Nutrition Officer, Regional Office for Africa (RAF) and in close collaboration with the Main Technical Adviser (MTA), of the Brazilian national school feeding authority (FNDE) based in Brazil, and the technical guidance of the FAO HQ Nutrition Division (ESN), the Regional Coordinator will be responsible for coordination of project GCP/RAF/483/BRA - Strengthening of School Feeding Programs in Africa, and serve as the FAO counterpart for participating governments. The regional coordinator will carry out the following specific tasks:

- prepare, facilitate and participate in country needs assessment missions, identifying gaps and priorities for technical assistance;
- manage the overall planning and implementation of the project, provide support to Government counterpart institutions as appropriate, and ensure effective and timely execution through concerted efforts with Brazil, targeting government and countries and other related parties involved;
- in full consultation with the professional staff of FAO involved in the implementation of the Project and based on the logical framework of the project document, prepare annual work plans to be approved by the steering committee;
- in close collaboration with FAO staff and the MTA, draft terms of reference of consultants for the project;
- review progress made towards stated objectives and results on a quarterly basis;
- provide, in close collaboration with the MTA, strategic and technical guidance to ensure consistency in the planning of sub-projects and development of tools/methods to be adopted within the different components of the Project;
- develop materials for capacity development in collaboration with the MTA and close coordination with ESN and participating countries;
- in collaboration with the MTA, organise workshops, advocacy events and training sessions;
- ensure adequate monitoring, supervision of the implementation of the Project;
- undertake technical missions at country level as required;
- prepare in close collaboration with MTA six-monthly project progress reports, in addition to mission reports and terminal report, as required by FAO;
- perform other project tasks as may be required.

KEY PERFORMANCE INDICATORS

Annual work plans.	Required Completion Date: May 2016
Quarterly, six-monthly project progress reports, and Terminal Report.	
Three country needs assessment reports.	
Development of capacity development materials.	

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REQUIRED COMPETENCIES

- University degree in nutrition and/or food security, social science or related field;
- At least 30 months of working experience in food and nutrition security, preferably school feeding programs or international cooperation.

Technical Competencies and Experience Requirements :

- good managerial and coordination skills;
- good writing, presentation and communication skills;
- working knowledge of English and Portuguese; French would be an asset.

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/fileadmin/user_upload/Employment/docs/Applying_to_Consultancy_Vacancies_at_FAO.pdf

The PPF along with a cover letter should be sent via email to: FAO-RAF@fao.org quoting the Position Title:

VA **GCP/RAF/483/BRA –Regional Project Coordinator**

Deadline for applications: 30 December 2013

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