



**Food and Agriculture Organization
of the United Nations**

CALL FOR EXPRESSIONS OF INTEREST

Programme/Project Development and Monitoring/Reporting Expert

Contract duration: 4 months

Vacancy No. IRC3558

Deadline for Applications: 15 September 2016

Duty station: Riyadh, KSA

Tasks and responsibilities:

Under the direct guidance and supervision of the Programme Coordinator (PC) in KSA and the operational supervision of the Senior Field Program Officer in RNE, the technical guidance of the relevant Technical Unit in FAO Headquarters in Rome, in collaboration with the designated national implementation partners and relevant stakeholders, the Programme/Project Monitoring and Reporting Expert will carry out the following tasks:

1. Assist in developing and regularly updating and monitoring of the Logical Framework Matrix of the UTF Programme;
2. Assist in preparing and revising/updating the programme work plan, preparation of budget revision and provision of support to its smooth implementation.
3. Assist in preparation and finalization of the terminal reports and closure of the on-going UTF projects
4. Develop a Result-based Monitoring and Evaluation matrix/tool for the UTF programme in collaboration with national stakeholders and ensure its alignment to FAO corporate standards, strategies and tools to enable the programme to assess its progress, to report its results/achievements and to evaluate its outcomes in line with the key performance indicators and targets of the programme/project logical framework;
5. Conduct surveys to collect the relevant baseline data to measure programme targets and result;
6. On regular basis, monitor programme activities, outputs, targets and results to ensure timely completion.
7. Develop and submit a monthly monitoring report and circulate to the technical experts to ensure continuous improvement of performance, and timely corrective action where necessary;
8. Prepare six monthly results-based progress report of the FAO-KSA UTF programme in accordance with FAO standards and format
9. Coordinate with the technical experts for timely submission of technical and progress and implementation reports including identification of follow up requirements;
10. Ensure timely and complete data/information entry into the Field Programme Management Information System (FPMIS) throughout the whole Project Cycle;
11. Edit all programme reports prior to submission (ensuring that they report against required indicators in a concise and coherent way) and return to the originator if they are of insufficient standard, highlighting areas that need improvement.
12. Perform other related duties as required.

Expected Output:

1. Developed and updated Logical Framework Matrix of the UTF Programme.
2. Developed and regularly revised programme work plan and budget.

3. All UTF on-going projects operationally and financially closed.
4. Functional Result-based Monitoring and Evaluation matrix/tool for the UTF programme.
5. Programme implementation monitoring report monthly prepared and circulated.
6. Six monthly results-based programme progress reports.
7. UTF Programme Relevant data and information on the UTF programme timely completed and entered into the FPMIS.

Candidates should meet the following requirements:

Minimum Requirements

1. Advanced University Degree in Agriculture, Agricultural Economics, Rural Development, project management or related field.
2. At least five years of relevant experience in Project/Programme monitoring and evaluation and the design and implementation of monitoring and evaluation tools/systems;
3. Strong skills in organizing and leading consultative processes involving various stakeholders.
4. Excellent communication and presentation skills;
5. Proficiency in English is essential and familiarity with Arabic language is desirable.

Selection criteria

1. Demonstrated work experience in project/programme planning, design of technical assistance project including experience with logical framework preparation, preparation of results-based work plans and budgets.
2. Proven competencies in result-based management and reporting preferably with good knowledge of the FAO's results-based management framework.
3. Analytical skills and ability to write clear and concise reports in English is considered a strong asset.

Additional Information

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

How to apply

All applications are to be made through FAO's [iRecruitment](#) system. Click on the link below to access [iRecruitment](#), complete your online profile and apply for this Call for Expression of Interest.

<http://www.fao.org/employment/iemployment-access/en/>

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

If you need help, or have queries, please contact: iRecruitment@fao.org