



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:	International Consultant - Operations Coordinator		
Division/Department:	FAO Viet Nam		
Programme/Project Number:	OSRO/VIE/402/USA and UNJP/VIE/049/UNJ		
Location:	Hanoi, Viet Nam		
Expected Start Date of Assignment:	December 2014/January 2015	Duration:	11 months (extendable)
Reports to:	Name: Scott Newman JongHa Bae	Title:	Senior Technical Adviser FAO Representative

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

Background: FAO began operations in Viet Nam in 1978. From the 1990s, the focus has expanded to policy advice with the overall objective to enhance the capacity of the agricultural sector to respond to the challenges and opportunities posed by the new market environment and emerging issues including climate change. FAO considers rural space and rural development as multi-faceted, incorporating economic, social and environmental dimensions. As a result, the scope of the current work is extensive, ranging from Highly Pathogenic Avian Influenza (HPAI) control and prevention, Integrated Pest Management (IPM) and Farmer Field Schools, the control of other animal diseases, national capacity building in food quality and safety, sustainable forest management and REDD+, aquaculture management and conservation, rice seed production, rural development, climate change adaptation, promotion of South-South cooperation, and support to policy oriented advocacy, research and dialogue. In addition to the sharing of technical and policy expertise, the FAO Representation in Vietnam intends to serve as a knowledge network on the issues of food and agriculture encompassing the farmers, policy makers, donors, research communities and general public via our website, newsletters, reports, books, guidelines and other forms of publications. FAO in Vietnam works within the areas of its mandate with the other UN agencies under the United Nations "Delivering as One" initiative.

FAO Viet Nam ECTAD Programme:

FAO Viet Nam, through its Emergency Centre for Transboundary Animal Diseases (ECTAD) has been extensively working on addressing H5N1 Highly Pathogenic Avian Influenza and other zoonotic emerging threats since 2004. The current Emerging Pandemic Threat Phase 2 (EPT2) project will build on achievements made within the USAID-funded project OSRO/RAS/604/USA "Immediate Technical Assistance to Strengthen Emergency Preparedness for Highly Pathogenic Avian Influenza (HPAI) to Viet Nam", and on additional USAID funding allocations including EPT+, H7N9, wildlife farming, IDENTIFY, and non-USAID ECTAD-funded programmes. The EPT2 ECTAD Viet Nam project will focus on four main components including:

- 1. One Health (OH) Mechanisms and Collaboration:** FAO will support national One Health platforms in Viet Nam including the development of a OH road map and action plan, the One Health forum, advocating for an appropriate One Health coordination mechanism, working closely with WHO to galvanize efforts and coordination among the national steering committees responsible for response to avian influenza and communicable zoonotic diseases, and implementing One Health capacity building and field activities.
- 2. Risk Reduction along Value Chains from Farms to Chopsticks:** It is recognized that production, marketing, and trade practices represent locations along the value chain where critical risk control points can be identified and management interventions applied. FAO will support improving biosecurity, farm management practices and policies as part of a sustainable risk reduction program, based on an improved understanding along value chains and higher risk areas for disease transmission at the livestock-wildlife-human interfaces.
- 3. Epidemiology-based Disease Prevention and Control:** FAO will help strengthen surveillance, early detection and response to influenza viruses in swine and poultry populations and other emerging zoonotic threats at the livestock-wildlife-human interfaces. This will enhance and improve national and sub-national capacity for evidence-based communicable disease prevention, monitoring, and control in humans and animals.
- 4. Epizone cross-border collaboration in the Lower Mekong and Red River Deltas:** epizone cross-border risk management approaches addressing value chains and livestock or human movements are essential since influenza and other zoonotic pathogens do not respect geographic or taxonomic borders. FAO will support improved information sharing across borders and collaborations between countries with activities focused on value chains, trade routes, surveillance, and risk mitigation approaches to benefit countries on each side of the border and safeguard human and animal health.

The EPT2 project "Risk Mitigation and Management of Human Health Threats Along Animal Value Chains" will be implemented with the Ministry of Agriculture and Rural Development and its related technical departments, as well as with Provincial counterparts. ECTAD Viet Nam will closely coordinate activities with development partners, UN agencies, international organisations, NGO's, universities, and other relevant national projects.

Activities and outputs will be aligned with the FAO Regional and Global approaches for combating infectious diseases and also compliment other national ECTAD programmes aligning with USAID areas of strategic focus for EPT-2.

UN-REDD Programme

The United Nations Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries (UN-REDD Programme) is a collaboration programme between Governments and participating UN agencies of 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". In Viet Nam, UN-REDD Programme is currently under Phase II, is being implemented with the Vietnam Forestry Administration (VNFOREST) within the Ministry of Agriculture and Rural Development (MARD). The Programme follows the activities and achievements of the Phase I Programme but will expand its objectives and piloting provinces to work towards the sub-national level for piloting of an operational REDD+ framework. FAO primarily supports technical issues related to forestry and the development of cost-effective and reliable Measurement, Reporting and Verification (MRV) processes for emission reductions which may be helpful for the implementation of REDD+, as well as the demonstration of REDD+ in six pilot provinces.

Duties:

Under the direct supervision of the FAO Representative in Viet Nam, and in consultation with the Emergency and Rehabilitation Division (TCE) and other relevant technical and operational divisions at FAO headquarters, FAO Regional Office for Asia and the Pacific (RAP), and in coordination with the FAO ECTAD Viet Nam team and UN-REDD FAO team, the Operations Coordinator will be primarily responsible for the development, expansion and successful implementation of FAO's Emergency Center for Transboundary Animal Disease (ECTAD) and UN-REDD programmes in the country. In particular, to:

- a. support the Senior Technical Coordinator and M&E Officer in:
 - a. the preparation of project profiles, project documents, work plans, logical framework to obtain approval from the donor and the government, with particular focus on operational and budgetary components;
 - b. the preparation and review of project updates and progress reports for donor submission;
 - c. oversight and coordination of operational and administrative staff including efficient program management and delivery;
 - d. ensuring continuity and monitoring the progress of project activities undertaken by short and long term consultants;
 - e. the development and implementation of activities in support of promoting 'One Health', through participation in the UN Joint Programming Group (JPG) on Health and other relevant fora, in coordination with Partnership on Avian and Human Influenza (PAHI) and World Health Organization (WHO);
- b. provide operational coordination, supervision and support for the implementation of the ECTAD, UN-REDD programme and other Food Chain Emergencies (FCE) in Viet Nam;
- c. strengthen the operational structure, workflow, and procedures to ensure timely delivery of necessary inputs and timely implementation of project activities, in line with FAO administrative rules and regulations;
- d. coordinate and manage operational and financial activation, monitoring, and closure of ECTAD and UN-REDD projects (as appropriate) within the FAO Field Programme Management Information System (FPMIS);
- e. supervise and train operational, administrative and logistics project personnel;
- f. coordinate the selection/recruitment process for short and long term project personnel (national and international), in consultation with and upon receipt of clearances from the Government of Viet Nam (with information provided to the donor for coordination purposes);
- g. coordinate and manage the procurement of goods and services required for implementation of planned project activities;
- h. review and provide operational clearance for project related Letters of Agreement (LoAs) and certify Note for File justifying selection of the Service Provider;
- i. certify internal routing slips and supporting documentation and liaise with the FAOR and FAO representation administrative and financial staff, to facilitate budget holder approval of project related recruitments, procurement, contracting and advances for organization of trainings/workshops;
- j. coordinate and contribute to the preparation of internal operational briefs and monitoring tables for submission to FAO RAP and HQs;
- k. be responsible for the budgetary management and accounting of the projects in FPMIS of ECTAD, UN-REDD and other FCE portfolio in close collaboration with the FAO Representation;
- l. coordinate and facilitate revision of project budgets in FPMIS and oversee preparation of Field Budget Authorizations (FBAs) requests to be sent to HQ/RAP;
- m. certify payments of national and international consultants through maintenance and approval of time cards in the FAO Global Resource Management System (GRMS);
- n. participate in relevant meetings with Government officials and other national/international implementing partners to discuss ECTAD, UN-REDD country programme progress and operational issues;
- o. coordinate handover of project assets to the Government, contribute to the preparation of the Terminal Report, and facilitate operational and financial closure of projects as required; communicate and liaise with FAO HQ and RAP operations (through emails, teleconferences, meetings, etc) to facilitate project related international recruitments, procurements, and travel as required;
- p. represent FAO in inter-agency coordination meetings and forums related to emergency and rehabilitation activities, and on matters related to FAO's field activities in Viet Nam as required ;
- q. contribute to resource mobilization efforts through liaison with donor community in country/region/FAO HQs, particularly at the onset of any eventual emergencies;
 - support the FAOR in:
 - the management of budget and assets of the Representation and related projects and in the procurement and management of equipment, supplies and services, as required;
 - strengthening the institutional implementation processes of FAO Viet Nam managed projects, in consultation with involved partners and technical experts, as required; and
- r. perform other related duties as required.

<p>Expected Outputs:</p> <ul style="list-style-type: none"> • Project activities delivered as planned with efficient operational support; • Project progress and terminal reports submitted based on the required format and timeline for donors, counterparts and FAO; • Concept notes/ proposals developed for resource mobilization as necessary; and • An end of assignment report describing in detail, for each point listed in the terms of reference the activities undertaken, major results obtained, problems encountered, and recommendations to address the problems. 	<p>Required Completion Date:</p> <ul style="list-style-type: none"> • As required • As required • As required • Within 1 month after the end of the contract
--	--

REQUIRED COMPETENCIES

Qualifications

- University degree or preferably an advanced university degree (Master level) in agronomy, economics, natural sciences or other agriculture-related field;
- At least five years of relevant experience in agricultural and rural development, including in developing countries and emergency operations;
- At least two years of work experience in humanitarian and, preferably in emergency context;
- Excellent oral and writing skills in English; and limited knowledge of one other official language of the UN, preferably French; knowledge of Vietnamese would be an added advantage;

Selection Criteria:

- Extent of relevant experience in analysing complex field problems related to emergency and rehabilitation situations;
- Knowledge of the United Nations administrative, operational and financial procedures and experience in working with other humanitarian organizations;
- Familiarity with fundraising, coordination with technical and financial institutions, UN interagency cooperation as well as UN-NGO collaboration;
- Ability to plan and organize activities;
- Ability to work under pressure with tight deadlines and within multidisciplinary and different cultural background teams;
- Excellent oral and written communication skills;
- Familiarity with the geographical region.

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: Lam.Ngohoang@fao.org

Deadline for applications: 8 December 2014

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