



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

Minimum number of years of relevant experience required: 1yr 5yrs 7 +yrs

Job Title: GEF Programme Development Expert	
Division/Department: Regional Office for the Near East and North Africa (Cairo)	
Location: Regional Office for the Near East and North Africa (Cairo)	
Expected Start Date of Assignment: As soon as possible	Duration: 6 months (renewable)

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

Under the overall supervision of the RNE ADG/RR, the direct supervision of the GEF Focal Point in RNE, the technical guidance of RNE's Resource Mobilization Coordinator and, and in close consultation and collaboration with the GEF unit in TCI, the consultant will perform the following activities:

- Catalyze and coordinate the development of a strategic GEF programme for the region (all resources of GEF);
- In coordination with FAO Country Representatives, liaise with national GEF Operational Focal Points, the Rio Conventions focal points (CBD, CCD and FCCC), and relevant sector agency officials to identify and support opportunities for FAO to serve member countries as GEF agency in formulating and implementing with other GEF projects consistent with FAO's mandates in close consultation with RNE's Resource Mobilization focal point;
- Coordinate with other GEF agencies to seek opportunities for mutually beneficial collaboration and potential joint projects, as appropriate to the interests of FAO and member countries;
- Catalyze and coordinate the development of project concepts, PIF formulation, and GEF project documents, working in close collaboration with RNE technical officers, GEF focal points RNE and SNE, FAO Country Office Representatives, member country officials, GEF Unit Staff-FAO/HQ and Lead Technical Units;
- Manage the FAO GEF project pipeline in the Near East and North Africa Region ensuring that only eligible projects enter into the pipeline and that once in the pipeline, each project receives the necessary support to be developed, submitted and approved by GEF;
- Collaborate with country office staff to ensure adequate and effective country office support (identification and formulation and follow up of GEF projects);
- Serve as the FAO-GEF primary port of call for the Near East and North Africa Region, able to answer questions related to fee structure, eligibility, processes, etc.;
- Recruit and work closely with TCI (FAO/HQ), GEF focal points RNE-SNE; GEF consultants for the formulation of PIFs, PPGs, FAO Project Documents and CEO Endorsement Requests;
- In specific circumstances, formulate PIF, PPG documents and participate in the formulation of GEF full project documents in consultation with the Lead Technical Officer, Lead Technical Units and the GEF Coordination Unit
- Ensure:
 - Compliance with the relevant GEF focal area results framework and priorities
 - Identification of co-financing
 - Alignment to FAO Strategic Objective initiatives and major areas of work
 - Timely response by FAO and project partners in responding to GEFSEC comments and reviews
- Monitoring the timely submission of Project Implementation Reviews (PIRs) from all GEF projects and ensure adequate M&E is being provided by FAO to FAO-GEF projects in the Near East and North Africa Region;
- Provide support to the identification of projects and enable FAO to remain up to date with GEF programme funding opportunities and new developments and requirements in the GEF-managed and other environment funds;
- Where related to the GEF project portfolio, and as required/agreed with FLO/LTO/BH, prepare thematic or project briefs, information papers, discussion and seminar sessions within FAO and for external audiences;
- Plan travels to selected RNE countries to explore GEF opportunities in close consultation with RNE and SNE GEF focal points.
- Provide input to and participate in training workshops for DO staff on GEF in the Near East and North Africa Region, working with the TCI-GEF

Unit in Rome;

- Participate in regional GEF Expanded Constituency Workshops; and the Rio Conventions COPs as appropriate.
- Work effectively as one team with the TCI-GEF Unit in Rome;
- Perform other related duties as required;

MINIMUM REQUIREMENTS

- At least 7 years of proven experience in GEF project identification, formulation, management or support;
- In-depth understanding and detailed knowledge of GEF programme characteristics, modalities and requirements;
- Work experience in the Near East and North Africa Region;
- University degree at Master level in natural resources management, environmental management, fisheries, forestry, land management, water resources management, rural development, or closely related fields;
- Fluency in the English and French languages
- Proven writing skills in English. Knowledge of French language is an asset.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Level, extent and relevance of proven past experience with GEF projects;
- Knowledge and understanding of GEF projects peculiarities in the identification, formulation and implementations phases;
- Familiarity with GEF funding models;
- Depth of English and French languages skills;
- Ability to participate and work in a team under tight deadlines

KEY PERFORMANCE INDICATORS

Number of project documents formulated

Required Completion Date:

Number of projects for which he/she has provided substantial support

Number of new projects funded by GEF in the Near East and North Africa Region

HOW TO APPLY

Interested applicants are required to send their CV via e-mail to RNE-HR-Officer@fao.org

Deadline for application: 24 August 2015

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