



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant /PSA

Minimum number of years of relevant experience required: 1yr 3yrs 5yrs 12+yrs

Job Title: Webinar & Capacity Development PSA subscriber	
Division/Department: Governance and Policy Support Unit, Economic and Social Development Department (ES)	
Location: Rome, Italy	
Expected Start Date of Assignment: February 2016	Duration: 11 Months

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

Duties and Responsibilities

Providing policy support to member countries is a cornerstone of FAO's mission to end hunger and malnutrition, eradicate poverty and promote sustainable development. One of the functions of the Governance and Policy Support unit (GaPS), Economic and Social Development Department (ES), is to develop capacities and strengthen support to FAO Representatives and Country officers to achieve higher level and more cross-sectoral policy influence and governance support at the country-level. This work includes the implementation of a FAO Community of Policy Practitioners (CoPP) to enhance peer-learning and knowledge sharing, facilitating the Governance Support Technical Network (GSTN), and developing a dedicated FAO policy and governance web portal to ensure easy access and sharing of FAO policy and governance resources.

Purpose & Duties

Under the overall supervision of the Senior Coordinator (Governance and Policy) and under the direct guidance of the Senior Officer, the incumbent will be the focal point for capacity development and Webinar activities in the GaPS unit and will carry out the following:

- 1. Webinar Production:** Support the planning, production and coordination of a policy Webinar series, within the context of the 2016 FAO CoPP's work plan, including the following activities:
 - Support the organization and planning of weekly Adobe Connect Webinar sessions in different regions.
 - Deliver Adobe Connect virtual Webinar sessions both as a producer and as a back-up facilitator.
 - Deliver and prepare all required planning materials for Webinars (e.g. participant guides, producer guides).
 - Coordinate with participants, external service providers, resource persons and IT support in the regions.
 - Follow up with the translation of useful Webinar materials in case of delivery in different languages.
 - Support the monitoring and evaluation of the sessions.
 - Perform any other Webinar-related duties as required.

The incumbent will manage all the technological aspects of Webinar meetings and ensure successful interaction between participants on the Adobe Connect web-conferencing platform. The incumbent will coordinate the virtual outreach process from Webinar planning to Webinar delivery in different regions.

2. Capacity Development: Support the coordination, participation and sharing of knowledge within the CoPP, including:

- Organize conference calls, events and knowledge sharing meetings for CoPP country and thematic groups.
- Ensure that the content and information on the CoPP intranet workspace is up to date and easily accessible.
- Draft meeting minutes and assist in the preparation of a weekly CoPP newsletter.
- Coordinate changes and improvements in the IT structure of the workspace.
- Perform any other CoPP capacity-building and knowledge-management related duties as required.

3. Assistance to the GaPS unit: In addition to the above, support the GaPS unit in its corporate functions, including:

- Carry out literature reviews or other analytical or research support activities relating to policy and governance.
- Organize meetings or other activities of the GaPS network.

KEY PERFORMANCE INDICATORS

Expected Outputs:

- Delivery of weekly Adobe Connect Webinar sessions
- Preparation of minutes and follow-up to all Webinar sessions
- Maintenance of the CoPP workspace
- Drafting of CoPP reports and activity related documents

Required Completion Date:

Ongoing
Ongoing
Ongoing
Ongoing

REQUIRED COMPETENCIES

Minimum requirements:

- Advanced university degree in Social Sciences, Agronomy, Nutrition, Sustainable Development, International Development, Law, Communications, and Political Sciences or in another field relevant to the work of FAO.
- Demonstrated written and oral proficiency in English, working knowledge in either French or Spanish, and limited knowledge in the other of these two latter languages;
- Experience in planning and producing Webinars and / or other similar platforms;
- Experience in capacity development, knowledge management and communication initiatives.

Selection Criteria:

- Extent and relevance of experience in preparing and producing webinars and other on-line capacity development events.
- Extent and relevance of experience in production and maintenance of IT platforms, workspace and webpages.
- Extent and relevance of experience in sustainable development, food security and nutrition.
- Extent and relevance of experience in international organizations.
- Demonstrated ability to establish capacity building and training activities.
- Excellent communication, facilitation and presentation skills, including ability to write concise technical reports.
- Field experience in a developing economy is an asset.
- Work experience in FAO is considered 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/employment/irecruitment-access/en/>
- Please upload to your Documents section an application letter stating your expression of interest and qualifications as well as a CV.
- In order for your application to be properly evaluated, please ensure that all sections of the on-line profile are completed. The PPF should be sent via e-mail to: CoPP@fao.org
- **Deadline for submission of your application:** 31 January 2016
- Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.