



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

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

Job Title: Evaluation Consultant	
Division/Department: Office of Evaluation (OED)	
Programme/Project Number: Evaluation of FAO's contribution to knowledge in food, agriculture and natural resources	
Location: Rome, Italy	
Expected Start Date of Assignment: 15 September 2014	Duration: Aprox. 60 days WAE (NTE: 15 December 2014)
Reports to: Name: <i>Carlos Tarazona</i>	Title: Evaluation Manager

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

Background:

Since 2008, FAO adopted an integrated approach to the generation, management, sharing, communication and transfer of knowledge and information related to food, agriculture and natural resources. The results of such efforts should have had, at certain point, an effect in the uptake of FAO's knowledge products and services at country level.

The Evaluation of FAO's contribution to knowledge on food, agriculture and natural resources seeks to assess the outcomes of FAO's knowledge products and services, including its uptake at country level and how effectively they have reached its audiences. In order to capture such results, and identify emerging knowledge needs, this evaluation is -among other things- planning to conduct the following data collection exercises:

a) Client Surveys and workshops: An online survey will be conducted in a sample of countries to gather client views on the relevance, quality and usefulness of FAO's knowledge products and services. Target participants will be identified from the government, the private sector, research and academia, Non-governmental Organizations and media. A follow-up workshop might also be conducted in each of the countries to deepen understanding of the results obtained from the Client survey with the support of FAO country offices and local consultants. The surveys will be carried out in 4 to 5 developing countries¹ and 4-5 developed countries². Final selection will take into account feasibility, adequate geographical/socio-economic balance and synergies with ongoing country programme and project evaluations.

b) Member Country survey: A paper-based survey questionnaire will be administered to all FAO Member Countries in order to gather their general views and suggestions on the relevance, quality and usefulness of FAO's knowledge products and services.

Specific duties and responsibilities:

Under the supervision of the evaluation manager and in close consultation with the other members of the evaluation team, the consultant will be expected to:

- Coordinate the administration of the client surveys and workshops, including liaising with FAO country offices and survey participants, as well as the identification and hiring of local consultants (when necessary).
- Prepare a synthesis report of the survey and workshop results based on the outline agreed with the evaluation manager.
- Support the conduct of the Member Country survey, including its analysis.
- Perform other duties related to the evaluation, as required.

¹ Tentatively Burkina Faso, Benin or Uganda (Africa), Pakistan, Papua New Guinea or Indonesia (Asia), Kyrgyz Republic or Albania (Europe and CIS), Lebanon or Oman (Near East), and Peru, El Salvador, Argentina, Panama, or Chile (LAC).

² Tentatively Japan (Asia), Belgium/European Union and the Russian Federation (Europe), US and Canada (North America)

KEY PERFORMANCE INDICATORS

Expected Outputs:

- Synthesis report of the client surveys and workshops, and
- Analysis of the Member Country survey

Required Completion Date:

15 December 2014

REQUIRED COMPETENCIES

- Postgraduate degree in Social or natural sciences (Economics, Sociology, Information Management, Agronomy, etc.)
- At least 3 years of relevant experience in survey administration and analysis
- Excellent writing and verbal communication skills in English

Desirable competencies:

- Previous work experience in evaluation
- Knowledge of FAO and other development organizations
- Field experience
- French (or Spanish) language skills.

HOW TO APPLY:

Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the Personal Profile Form (PPF), please follow the instructions available at: <http://www.fao.org/employment/irecruitment-access/en/>.

The PPF should be sent via e-mail to: Opportunities-Eval@fao.org with copy to Natalia.Acosta@fao.org

Deadline for application: 26 August 2014

Applicants received after the closing date will not be given consideration. Only short listed candidates will be contacted. Potential candidates will be contacted in late August/early September 2014 for interviews.

The PPFs of candidates with a relevant profile will be included in OED consultant's roster for future consideration.

As standard practice in OED evaluations, the consultant should not have been involved in the design or implementation of FAO activities being assessed by the evaluation and will be required to sign a conflict of interest declaration.