



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

Job Title:	Programme Coordinator (Haiyan)	Deadline for applications:	28 October 2014
Division/Department:	FAO Representation in The Philippines FAPHI		
Programme/Project Number:	Various		
Location:	Tacloban, with frequent travel in the country as required by the program and briefing in FAO Manila		
Expected Start Date of Assignment:	As soon as possible	Duration:	3 months extendable depending on availability of funds and programme needs
Reports to:	FAO Representative		

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

Under the overall supervision of the FAOR, the direct supervision of the Emergency Operations Officer, the technical supervision of the FAO Technical Officers in the Regional Office for Asia and the Pacific (RAP), in close collaboration with other FAO technical specialists, relevant national and international partners (NGOs, PCA, Department of Agriculture, UN agencies); the incumbent will carry out the following duties:

- Provide strategic and managerial leadership, guidance and support to the FAO Haiyan programme and the multidisciplinary Team involved in: fisheries, coconut intercropping; livestock integration; mangrove and coastal forest rehabilitation;
- Plan, implement, monitor and report (by donor and region) on the technical, operational and financial delivery of the multidisciplinary programme in the context of the overall Strategic Response Plan and FAO objectives;
- Coordinate the work of the technical multi-disciplinary Team referred to above in the development of a comprehensive plan of operations for the timely implementation of the programme, supervising the team members' work and performance including the development of sub-sectorial work plans;
- Promote interdisciplinary work by the team and strengthen synergies and collaboration with relevant colleagues at HQ and RAP and in particular with the technical teams for linking recovery to sustainable development efforts;
- In collaboration with the EOO and the Emergency Response Team, plan, implement, monitor and report (by donor and region) on the technical, operational and financial delivery of the multidisciplinary programme in the context of the overall Strategic Response Plan and FAO objectives;
- Participate in the analysis of the impacts and in the preparation of the relevant model for monitoring impacts of the interventions, ensuring integration of Accountability towards Affected Population (AAP) criteria;
- Liaise with FAO technical units in FAO RAP and HQ to ensure technical quality in emergency and resilience activities
- Assist in the design of beneficiary identification and selection process and input distribution modalities, also in line with AAP criteria and requirements;
- Prepare draft Letters of Agreement with partners for the implementation of studies, input distribution, training and workshops and provide advice to the drafting and implementation of procurement plans for the FAO Emergency and Rehabilitation Programme;
- Identify, in cooperation with the National Programme Officers, the staffing needs for the implementation of the FAO Emergency and Rehabilitation Programme for Typhoon Haiyan and participate in the drafting of terms of reference, selection and recruitment process or required international and national personnel.
- Explore the possibility of linking FAO beneficiary farmers with the market value chain in close collaboration and coordination with other UN agencies and NGOs (e.g., ILO, Save the Children, OXFAM, WFP).
- Support the National Programme Officers in the individual sub-sector coordination and in fostering strategic collaboration and partnerships. This involves liaising with relevant government agencies and NGO partners, participating Food Security and Agriculture Cluster (FSAC) meeting in Regions, IV-B, VI and VIII; make presentation to the cluster members; preparing technical fact sheets and reporting on sub-sector coordination meetings to the FSAC, FAO personnel both in country, and RAP and HQ; assist in related communication function;
- Contribute to the preparation and refining of concepts and project documents for the subsectors within the framework of the medium- to long-term recovery programme for the subsectors related to the programme (including capacity building and monitoring and evaluation activities) and participate in other resource mobilization activities linked to the Programme;
- In close collaboration with the respective officers, including the national Reporting Officer, draft the final projects' Terminal Reports for clearance by relevant colleagues at FAO RAP and HQ;
- Perform other related duties.

REQUIRED COMPETENCIES

General Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Academic Qualifications

Advanced degree from a recognized University in development studies, food security, agriculture or related field

Technical Competencies and Experience Requirements

- Recognized expertise in food security, livelihoods rehabilitation and / or nutrition related projects;
- Minimum 10 years relevant experience, including international experience, in development and / or emergency programme planning and implementation;
- Experience in working for, or in cooperation with, government institutions and NGOs, including in developing countries and countries in transition;
- Ability and experience in managing programmes, budgets and human resources efficiently under shifting priorities;
- Strong communications skills in English.

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: VA-102-faoph-@fao.org

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