



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

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

<b>Job Title:</b> Publishing consultant	
<b>Division/Department:</b> Agricultural Development Economics Division (ESA)	
<b>Programme/Project Number:</b>	
<b>Location:</b> Rome, Italy	
<b>Expected Start Date of Assignment:</b> As soon as possible	<b>Duration:</b> Until 31 December 2015
<b>Reports to: Name:</b> Kostas Stamoulis, Michelle Kendrick	<b>Title:</b> ESA Director, ES Publishing and Communication Coordinator

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

The Agricultural Development Economics Division (ESA) is FAO's focal point for economic research, policy analysis and policy support for food security and sustainable agricultural development.

The work of the Division covers a broad range of thematic areas including: smallholders and rural poverty, markets, prices and trade, food security governance and right to food, food security information and analysis, social protection impact assessment, economics of sustainable agriculture and long-term perspectives.

ESA produces a wide variety of printed and digital communication products, including two of FAO's flagship publications, the State of Food and Agriculture (SOFA) and the State of Food Insecurity in the World (SOFI).

**The publishing consultant will support the Division's publishing activities, including the planning and review processes, workflow, monitoring and outreach, ensuring publications reflect and make best use of ESA's knowledge and research.**

**Duties and responsibilities**

The consultant will work under the overall supervision of the Director, ESA, in collaboration with the ESA Management Team and with technical guidance from the ES Department's Publishing and Communication Coordinator.

In this role s/he will:

- Work with the ESA team leaders and communication focal points to develop and implement a forward-looking and coherent outreach strategy for ESA publications making best use of existing and new tools and channels
- Coordinate implementation of the Division's publishing/review workflow, from planning stage through to dissemination, archiving and monitoring/reporting
- Serve as divisional coordinator for implementation of corporate publications workflow system
- Coordinate the production and dissemination of the ESA Working Paper series, including updating their format in line with FAO corporate guidelines, formatting individual titles, publishing online, and researching and developing new dissemination channels (e.g. RePEc)
- Provide editorial and coordination support in the production of ESA's flagship publications (SOFA and SOFI) and associated communication and outreach activities (briefing and launch materials, etc.)
- Provide support to the ESA website manager, where needed, specifically as back-up support to timely updating of the

publications database

- Actively support the ESA communication focal points and the ES Department Communication Team in:
  - preparing and monitoring divisional publishing / communication plans, including record-keeping and report preparation
  - providing inputs to Departmental and corporate products and initiatives (e.g. DG weekly note, ES Update, OCC regular reporting) and keeping ESA informed on new developments
  - developing and producing divisional communication products (e.g. ESA briefs, brochures, information packs)
- Perform other related duties, as required

#### **Minimum requirements**

- University degree in publishing, communication, international relations or a discipline related to the work of the Organization
- Five years of relevant experience in publishing coordination in an international organization, specific experience of economic and social development desirable
- Excellent knowledge of English and limited knowledge of Arabic, Chinese, French, Russian or Spanish

#### **Selection criteria**

Candidates will be assessed against the following:

- Level, extent and relevance of experience in publishing project management of complex multilingual products;
- Extent and relevance of knowledge of FAO's technical work;
- Written and oral communication skills;
- Knowledge of different dissemination channels appropriate to policy and technical products;
- Demonstrated ability to maintain good inter-personal relations and build synergies in a team environment.

#### **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: [www.fao.org/employment/irecruitment-access/en](http://www.fao.org/employment/irecruitment-access/en)

The PPF should be sent via email to: [ESA-publications@fao.org](mailto:ESA-publications@fao.org)

#### **Deadline for applications: 4 March 2015**

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