



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant X□/PSA □

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

Job Title: Field Liaison and Support Officer (International consultant)	
Division/Department: FAO Representation in South Sudan (FRSSD)	
Programme/Project Number:	
Location: Juba with extensive travel to the State field offices throughout South Sudan (more than 90% of time)	
Expected Start Date of Assignment: August 2014 (latest by early September)	Duration: 6 months with possible extension (subject to funding)
Reports to: Name: <i>Abdoul Karim Bah</i>	Title: Emergency Response Manager

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

Under the overall supervision of the FAO Head of Office for South Sudan, the direct supervision of the Emergency Response Manager, and in consultation with the Emergency Response Team and relevant partners, the Field Liaison and Support Officer will provide support for the implementation of the activities at State/County level and act as a liaison between FAO field offices and FAO Juba. In particular, he will:

- Travel extensively to FAO Field offices in South Sudan;
- Provide support to the State Coordinators for the implementation of the Emergency Livelihood Response Programme (ERLP) of FAO;
- Review workplans and budgets at State/County level with State Coordinators and ensure that resources are allocated in a timely fashion in order to allow for smooth implementation of field activities;
- In collaboration with State Coordinators and the M&E Team, monitor the ERLP activities at field level;
- Ensure that FAO field offices are adequately capacitated to perform their tasks, including warehouses and mobility;
- Assist the Emergency Response Manager in the coordination and supervision of field operations under the emergency and rehabilitation projects/programme;
- Participate at Food Security and Livelihood Cluster meetings at State and Central level as appropriate and support the State Coordinators as needed in the cluster coordination activities;
- Liaise with FAO's Implementing Partners at State and County level, solve problems if any, and support the State Coordinators in monitoring the IP's activities;
- Support the State Coordinators in promoting and enforcing Accountability to Affected Populations (AAP) during assessments and inputs distributions;
- Liaise with the FAO South Sudan Technical Team to ensure technical quality in emergency and rehabilitation activities;
- Support State Coordinators in the routine activities in FAO's warehouses, ensure that waybills and delivery notes are handled appropriately and that data are inserted in the information management system;
- Liaise constantly with State Coordinators, logistics unit and other relevant actors in the field in order to ensure the successful implementation of distribution operations, including airdrops and airlifts;
- Liaise with the FAO Monitoring and Evaluation team and facilitate M&E activities during distributions, post distributions surveys, post planting surveys and post harvesting surveys;
- In collaboration with State Coordinators, participate in FAO or UN interagency field assessments in the region of assignment to evaluate the relief requirements in different fields of the agricultural sector;
- Contribute in the preparation of briefs, progress and final reports and final statements related to relevant programmes to be shared with recipient governments and donors as appropriate;
- Prepare for and participate in technical meetings related to the emergency programme on humanitarian relief matters including the agriculture/food security cluster;

- In close collaboration with State Coordinators, actively participate at relevant cluster meetings and activities, in particular FSL Cluster and liaise with other UN organizations, and partners (NGOs, national authorities, donors, other clusters such as Nutrition and WASH, etc.) involved in relief and emergency activities to ensure the best preparation and implementation of FAO's emergency programme including joint agreements;
- Perform other related duties as required.

Security: Before starting the mission/travel, the consultant must find out in what security phase the country of assignment is in and what this implies for his/her own security. As soon as he/she arrives at the duty station, through the FAO Representation or directly, he/she must contact the designated UN security officer to be briefed on all the recommended security measures. In case this procedure is not properly applied, the consultant may not be covered under the Malicious Acts Insurance Policy.

Health: All consultants/PSAs, on duty travel, must accept responsibility for their health and well-being as part of their official duties and also on their return.

The following are the main responsibilities of the traveller:

- seek health advice, preferably four to six weeks before travel;
- comply with recommended vaccinations and other prescribed medication and health measures;
- ensure health precautions are taken before, during and after travel;
- obtain a physician's letter pertaining to any prescription medicines, syringes, etc. being carried;
- precaution to avoid transmitting any infectious disease to others during and after travel;
- report any illness on return, including information about all recent travel; and
- respect the host country and its population.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
• FAO Field offices in South Sudan are adequately prepared to implement the ERLP activities in their areas; • Improved coordination with all relevant stakeholders; • Improved involvement of stakeholders, including beneficiary populations, in assessments and programme implementation; • BTORs for every field visits to the field offices summarizing the recommendations for follow up actions; • Terminal report upon completion of the assignment detailed actions taken during the assignment and recommendations for follow up and handover; • Any other technical reports as requested.	• Before the onset of the 2015 emergency operation campaign • Before the onset of the 2015 emergency operation campaign • Continuous • 5 working days upon completion of the field mission; • By the end of the assignment.

REQUIRED COMPETENCIES

- University degree in a discipline relevant to the mandate of the Organization;
- Minimum of 5 years of proven knowledge and experience in emergency operations at the country and/or international level, particularly related to agriculture, food and nutrition security and/or food safety;
- Ability to live and work under exceptionally difficult circumstances;
- Capacity to cope with high level of stress;
- Sensitivity to cultural diversity, ability to adapt to different cultural environments;
- Good communication skills, both verbal and written;
- Working knowledge of English and of the FAO official working language for the country of assignment.

Technical Competencies and Experience Requirements

- Able to work under pressure and adapt to an evolving and complex humanitarian context and within multidisciplinary and different cultural background teams;
- Knowledge of humanitarian principles;
- Ability to work and plan at strategic and operational levels.

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/iemployment-access/en/>

The PPF should be sent via e-mail to : VA-FAOSS-2014@fao.org

Deadline for application: 1 August 2014

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