



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: Chief Technical Advisor
Division/Department: FETAJ
Programme/Project Number: GCP/TAJ/013/EC. Strengthening Institutions and Capacity of the Ministry of Agriculture and State Veterinary Inspection Service for Policy Formulation. This Project is funded by the European Union
Location: Dushanbe, Tajikistan
Expected Start Date of Assignment: Duration: 42 months

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

The CTA shall operate under the overall guidance and responsibility of the FAO Representative for Tajikistan, the guidance and technical supervision of the REU Policy Officer, in close collaboration with the other international and national consultants, FAO Office and Ministry of Agriculture (MoA) in Tajikistan.

Duties and Responsibilities:

- Support to the MoA to establish a policy unit and monitoring and evaluation system for actions related to the key strategic and programming initiatives of the ministry and linked to EU Rural Development Program I
- Specific policy advice and support to the MoA in relation to implementation and actions related to the Food Security program, Strategy of Agriculture Development for Tajikistan
- Support to the MoA in assessing training needs and designing a staff training and human resources development programme
- Support the MoA in mainstreaming natural resource management, plant and animal production, disaster risk management, gender and minority issues
- Management of program finances within Tajikistan and including budgeting, authorisation and overall control
- Preparation terms of references for short and medium term consultants
- Maintaining close liaison and communication with the EU, MoA and FAO in relation to program implementation and development
- Management and coordination of local team members, international and national consultants
- Inputs into the coordination body of the overall EU Rural Development Program I
- Support the MoA in further strengthening an effective donor coordination mechanism
- Support to ensuring coordination of the program with other donors through attendance at the donor coordination meetings and through direct contacts
- General promotion and representation of the project, objectives, outputs and results throughout Tajikistan and at regional and international forums
- Responsibility for overall preparation, quality and timeliness of inception, quarterly and final reports
- Presentations to any project steering group established to oversee project progress
- Generally ensuring that the project objectives and outputs are satisfactorily achieved

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
--------------------------	----------------------------------

<p>Under Output 1 (on developing plans for institutional reform):</p> <ul style="list-style-type: none"> • Copies of medium term and annual programmes and budget • Policy unit operational • Monitoring and evaluation reports • MoA staff ToRs and appraisals of ability to implement the Strategy of the MoA • Project reports as measured against the results matrix • Minutes of meetings • Extent of inclusion of environment, natural resource management, disaster risk management, gender and minority issues in programmes <p>Under output 2 (on drafting selected agrarian reforms and food security policies):</p> <ul style="list-style-type: none"> • Reviews and strategy documents • Monitoring and evaluation reports • EU reports <p>Under output 3 (on strengthening technical and analytical capacities of MoA):</p> <ul style="list-style-type: none"> • Numbers and assessments • Agricultural surveys completed to support assessments • Technical work on statistics organized to support improved data availability • Effective MIS , harvest forecasting , price forecasting tools operational • Human resource development reports • Numbers of consultant days delivered • “On demand” consultancy facility operational <p>Under output 4 (on improving agriculture and food security data):</p> <ul style="list-style-type: none"> • Assessments, reports, guiding policy notes • Capacity building, training plans • Technical work on statistics organized to support data availability on food security • Numbers of consultant days delivered • “On demand” consultancy facility operational <p>Under output 5 (following consultation with FAO Animal Health Officer and LTO of the project, and with support from topic specific animal production and health international and national experts, the incumbent will):</p> <ul style="list-style-type: none"> • Overlook the output on “Private and public institutional and implementation capacities for delivering animal health services are strengthened ” • Meet team of experts and coordinate joint team meetings, prepare minutes of meetings from the donor coordination meetings • Donor reports <p>Project objectives and outputs, as presented within the logical framework, satisfactorily achieved Beneficiary approval of the inception, progress and final reports Satisfactory progress reports and briefings as requested by FAO/EU and MoA or program steering group</p>	<p>During implementation of the assignment and as indicated in the workplan of the project.</p>
---	---

REQUIRED COMPETENCIES

- Minimum requirements:**
- University degree in agriculture and/or economy or related field (MA/PhD is advantage);
 - At least 10 years of relevant practical experience in agri-food policy development;
 - Institutional experience in senior management of the ministry of agriculture and other ministries from transition economy would be considered as advantage
 - Analytical experience as senior expert and/or head of analytical unit will be considered as advantage
 - Computer literacy with spreadsheets, databases and electronic programmes is required;
 - Quality of both oral and written communication skills;

- Demonstrated ability to work as an effective technical team leader;
- Level C fluency in English is required; intermediate knowledge of Russian is required, Tajik language is an advantage.

Competencies

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

Technical/Functional Skills

- Institutional and/or analytical work experience on senior management or senior analyst positions in at least one REU countries.
- Ability to plan and organize institutional and technical work and support work of multi-disciplinary teams
- Extent of relevant experience in program/project management experience working in policy-driven programs/projects
- Previous experience and familiarity with agriculture and rural development in REU region
- Extent of knowledge of the socio-economic conditions and institutions and of development-related policies and procedures in Central Asia
- Demonstrated analytical, negotiating and advisory skills
- Working knowledge of Russian is desirable
- Computer literacy with spreadsheets, databases and electronic programmes is an asset

Selection Criteria:

The CV of the expert selected for the short-list will match or exceed minimum requirements, competencies and technical/functional skills as defined under this part “Required competencies” of the VA.

HOW TO APPLY

- **FOR THIS CONSULTANCY POSITION, PLEASE SUBMIT YOUR APPLICATION in PDF format by email to: cta-recruitment@fao.tj with the following in the subject line VA_CTA.GCP/TAJ/013/EC and your last name.**
- A duly completed Personal Profile Form (PPF) generated from FAO’s iRecruitment portal as a PDF-file is to be submitted by email together with a cover letter. **Please note that attached resumes or CV’s in place of the PPF will not be accepted.**
- In order to prepare a Personal Profile Form, you must first register on the FAO iRecruitment site by clicking on the following link to register: <http://www.fao.org/employment/irecruitment-access/en/>
In order for your application to be properly evaluated, please ensure that all sections of the on-line profile are completed.
- **Deadline for submission of your application:** 1 June 2016
- Applications received after the closing date will not be given consideration.
- **Only short listed candidates will be contacted.**

