



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

<b>Name:</b>	TO BE RECRUITED		
<b>Job Title:</b>	International Team Leader (International Consultant)		
<b>Division/Department:</b>	Regional Office for Europe and Central Asia (REU)		
<b>Programme/Project Number:</b>	OSRO/GEO/101/EC, SUPPORT FOR ACHIEVING SUSTAINABLE LIVELIHOODS THROUGH AGRICULTURAL COST-SHARED INVESTMENTS IN IDP SETTLEMENTS AND CONSTRAINT RETURNEE AREAS IN GEORGIA		
<b>Location:</b>	Tbilisi, Georgia, with in-country travel and travel to Budapest, Hungary, if required		
<b>Expected Start Date of Assignment:</b>	As soon as Possible	<b>Duration:</b>	11 months on a when-actually-employed (WAE) basis until 31 January 2014
<b>Reports to: Name:</b>		<b>Title:</b>	Agribusiness and Enterprise Development Officer, REUT

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

Under the overall supervision of the Regional Representative for Europe and Central Asia, the technical supervision of the project Lead Technical Officer (LTO), the operational supervision of the Field Programme Officer, REU, and in close collaboration with the national project partners, the International Team Leader will be responsible for the overall organization, management and implementation of the EC funded project *“Support for achieving sustainable livelihoods through agricultural cost-shared investments in internally displaced persons’ settlements and constraint returnee areas in Georgia”*. In particular, the incumbent will:

1. Provide overall leadership in project implementation;
2. Manage the daily implementation and as needed, introduce amendments to the operational procedures of the project in order to ensure appropriate implementation of the activities;
3. Coordinate and ensure coherence of project activities to ensure timing with seasonal constraints and sequential coherence between activities to reach Project objectives.
4. Negotiate and define responsibilities of the various involved agencies/NGOs, including the timeframe for the delivery of contracted services and monitoring arrangements;
5. Ensure effective liaison with local and national authorities, key partners, institutions and stakeholders on a regular basis
6. Establish and participate in the Project Steering Committee with all the relevant stakeholders;
7. Liaise with UN agencies, NGOs, multilateral and bilateral donors and agencies involved in the agriculture sector and explore the potential of additional donor support for funding;
8. Monitor relevant policy environment for implementation of rehabilitation and agriculture-related development strategy;
9. Provide technical assistance, as required, to the Ministry of Agriculture, Ministry of Refugees and Accommodation (MRA) and other Ministries as relevant and humanitarian partners, in the provision of agricultural assistance;
10. Establish appropriate mechanisms for capacity and ownership building of the MRA;
11. Provide technical expertise for quality control and technical clearance of applications from beneficiaries;
12. Lead and coordinate preparation of technical and training materials needed for implementation of the project;
13. Lead and coordinate preparation of project reports and briefs, review and certify implementing partners’ reports;
14. Perform other related duties as required.

**Minimum requirements:**

- The consultant should have a degree in agriculture, economics or related field.

- At least five years of professional experience in humanitarian aid and technical assistance programmes, with specific focus on agricultural recovery.
- Fluency in verbal and written English

**Selection criteria**

- Demonstrated project management skills, including project formulation, monitoring and reporting.
- Experience in liaising and working in close collaboration with both Governmental and non-governmental sectors.
- Strong ability to draft and produce documents, presentations and reports.
- Ability to work under pressure, achieve results and meet deadlines in a timely manner.
- Good interpersonal, communications and public speaking skills.
- Ability to negotiate and troubleshoot relationships with national and international stakeholders.
- Strong leadership and managerial skills.
- Knowledge of information technology tools (MS Word, Excel, Power Point).
- Familiarity with the geographical region.

**KEY PERFORMANCE INDICATORS**

Expected Outputs:	Required Completion Date:
<ol style="list-style-type: none"> <li>1. Work plans regularly monitored and updated as needed, prepared.</li> <li>2. Technical assistance and advice in line with the project objectives and the workplan for the overall project implementation provided.</li> <li>3. Regular project updates to the Project Steering Committee with all the relevant stakeholders provided.</li> <li>4. Advocacy and communication materials provided to stakeholders on project progress on a six-monthly basis.</li> <li>5. Technical and training materials needed for implementation of the project prepared and used.</li> <li>6. Project reports and briefs, and circulated as appropriate.</li> <li>7. Six monthly progress-reports prepared for submission to the donor and REU.</li> </ol>	<p>As per project implementation workplan</p>

**HOW TO APPLY**

Please send your application to [reu-vacancies@fao.org](mailto:reu-vacancies@fao.org) (the subject line of the message must include the project code – OSRO/GEO/101/EC and the title of the position – International Team Leader) within **11 February 2013**, including the following documents:

- 1) Completed FAO Personal History Form (available at: <http://www.fao.org/employment/current-vacancies/consultants/en>);
- 2) Cover letter indicating your suitability and motivation.

*Only shortlisted candidates will be contacted.*