



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

<b>Job Title</b>	FMD Training Programme Development Officer		
<b>Division/Department</b>	EuFMD/AGAH		
<b>Programme/Project Number</b>	[Insert code]		
<b>Location</b>	Rome, Nepal, Kenya; other locations may also be involved		
<b>Expected Start Date of Assignment</b>	1 February 2013	<b>Duration:</b>	NTE 31 December 2013
<b>Reports to Name:</b>	Keith Sumption	<b>Title:</b>	Secretary, EuFMD

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

Under the direct supervision of the EuFMD Secretary, in close consultation with other EuFMD consultants and national consultants, with the EMPRES-AH service in FAO-HQ and the regional and national FAO offices, with funding bodies and with other ad-hoc trainers, the incumbent will perform the following duties:

- 1. Manage the Real-Time Training Programme** organised through FAO/EUFMD for the Australian DAFF, which involves a minimum of 6 courses in 2013; this involves communications, logistics, budget management and liaison with parties concerned to ensure preparation, training and follow-up is executed satisfactorily;
- 2. Support training programmes** as a co-trainer in courses run along the Real-Time Training model, (giving inputs according to expertise in FMD management disciplines), on the courses in Kenya, Nepal and possibly other locations; recognising that co-training is an experience that others also need to gain and so co-ordinating with other co-trainers on the roster; duties may include conducting advance case-finding prior to the courses in collaboration with local partners, obtain and analyse feedback from trainees, and maintain a roster of trainees;
- 3. Develop and manage activities aimed at improving learning modalities and post-course skills retention**, including an e-learning/web-based functionality for the real time courses and post-course skills retention, in collaboration with the academic partners in the UK and elsewhere. The consultant will manage the EuFMD side of the collaboration, including developing assessment questions, review exercises and e-lectures, and providing technical input on FMD.
- 4. Develop to proposal stage** the development of other language versions of the real-time e-learning materials, and if funded, manage the project and evaluation of these versions;
- 5. Support the organisation of other EuFMD training courses** aimed at improving FMD management in endemic countries, including the PEPc course (Practical Epidemiology for Progressive control), PCP Experts Training programme;
- 6. Improve co-ordination of the EuFMD training with FMD training offered by FAO entities** and explore options for opening access/marketing these opportunities through education providers, while maintaining FAO/EUFMD quality standards in the online master course materials, in co-ordination with other FAO regional centres and regional programmes;
- 7. Assist development of courses requested of EuFMD by FMD free countries**, including on emergency management (with the CMC-AH), and evaluation of contingency plans and use of decision support tools (practical application of models).
- 8. Other duties as required** and relevant to the training programmes and FMD management

**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 and staff members, 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 traveler:

**KEY PERFORMANCE INDICATORS**

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<b>Expected Outputs:</b>			<b>Required Completion Date:</b>
Training courses completed			To be decided
Training material generated			
Reports given to EuFMD executive committee			
E-learning functionality developed			
<b>REQUIRED COMPETENCIES</b>			
<b>Academic Qualifications</b>			
Veterinary degree			
<b>Technical Competencies and Experience Requirements</b>			
The consultant must have completed a real-time FMD training course in Turkey, Kenya or Nepal			
Experience of providing training to veterinarians			
Experience of disease investigations			
A high level of technical knowledge of FMD			
Very good English language skills			
Experience in the following areas would be beneficial: epidemiology, contingency planning, pathology, interpretation of diagnostic tests, working with international organizations or other countries.			