



## FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

### Terms of Reference for Consultant /PSA

Minimum number of years of relevant experience required: 1yr  7yrs  12+yrs

<b>Name:</b>	
<b>Job Title:</b> Moderator, Community of Practice (COP)	
<b>Division/Department:</b> Rural Infrastructure and Agro-industries (AGS)	
<b>Programme/Project Number:</b> RBA/GLO/001/SWI "Mainstreaming food loss reduction initiatives for smallholders in food deficit areas"	
<b>Location:</b> Rome	
<b>Expected Start Date of Assignment:</b> September 2, 2014	<b>Duration:</b> 11 months renewable (50% basis)
<b>Reports to: Name:</b> Mireille Totobesola	<b>Title:</b> Project Manager (PM) RBA/GLO/001/SWI

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

The "Mainstreaming food loss reduction initiatives for smallholders in food deficit areas" project, implemented by the Rome based UN agencies (RBA) FAO, IFAD, and WFP, aims to improve food security and income generation opportunities through reduction of food losses in supported food grains and pulses value chains. The outcomes of this project are:

**Outcome 1:** Good practice options for reducing post-harvest losses are compiled, disseminated and scaled up.

**Outcome 2:** Improved handling and storage options within the grains and pulses value chains are benefiting smallholder farmers in pilot countries.

**Outcome 3:** Policy and regulatory framework (policy, standards, norms) on reducing food losses in food supply chains are introduced and implemented at national and regional levels

The Moderator will directly contribute actively to the project's **Output 1.1:** *Global Community of Practice (CoP) established for knowledge sharing, partnering and mainstreaming*, which will be set up in English, French and Spanish (the latter two languages progressively), put into operation and designed to be positioned as the global reference centre for food losses reduction.

The Community of Practice (COP) is an online platform that is a global convener and an integrator of knowledge related to post-harvest loss (PHL) reduction. It facilitates linkages and information sharing amongst stakeholders and relevant networks, projects and programs. Its major features include the following: online moderated discussion fora, links to online libraries/databases/repositories with relevant materials (e.g. projects documents, reports, policy and technical briefs, etc.) on post-harvest, e-learning modules, events, and social media links dealing with PHL.

#### Specific activities and main responsibilities:

Under the operational supervision of the Project Manager of the RBA/GLO/001/SWI "Mainstreaming food loss reduction initiatives for smallholders in food deficit areas", with technical support from FAO AGS team, the Office for Knowledge Exchange, Research and Extension (OEK), the Office for Corporate Communication (OCC), s/he will be responsible for the following tasks and duties:

- establishes and promotes knowledge exchange and relationships with other internal RBA units and external entities;
- identifies relevant discussion themes on the CoP in collaboration with the project team and engages relevant public and private participants;
- ensures screening the contributions to make sure they do not contravene FAO and partner RBA's policies and principles;
- ensures that information posted is relevant, of high quality, and updated at regular intervals;
- subscribes to and monitors all other accessible RBA networks and communities in order to remain aware of the information that may be cross-posted onto the project CoP;
- supports PM in ensuring timely responses to enquiries and information requests, and answers any questions that are posed by members of the CoP;
- Supports the PM in the sustainable design and improvement of the CoP;
- organizes and moderates on-line discussions of interest to CoP Members;

- captures, organizes and shares best practices, innovation, and lessons learned on post-harvest with the objective of increasing efficiency of knowledge exchange and accessibility
- seeks and promotes appropriate collaboration tools to aid and assist in knowledge sharing
- stimulates and proactively engages with stakeholders to expand the CoP and ensure its effective and efficient functioning
- Supports the Project Manager and AGS colleagues in engaging with the private sector for enhancing sustainability of the CoP
- Contributes to the project’s monitoring and evaluation and reports related to his/her activities, output and outcome.

**KEY PERFORMANCE INDICATORS**

Expected Outputs:

- Updated CoP content available ;
- Moderation of at least 3 online discussions per year and contribution to regular reports by providing data/information and analysis of indicators related to his/her activities under output 1.1 and outcome 1 ;
- Contribution to the documentation and dissemination of best practices, innovation, lessons learned with aim to increase efficiency of knowledge exchange and knowledge and accessibility

Required Completion Date:

Contribution to regular project reports: quarterly, biannually and the final report

**REQUIRED COMPETENCIES**

Academic Qualifications

A degree in Food technology/Post-harvest/Agro-processing/Value chains (or other related field), combined with a degree or training in Communications or related areas is preferred.

Technical Competencies and Experience Requirements

- Experience as a moderator of email conferences, multi stakeholder consultations and platforms, preferably within FAO,
- Demonstrated ability to proactively engage with public and private stakeholders in global multi stakeholder fora
- Can identify and promote suitable incentives, which foster and influence culture of internal and external knowledge sharing and collaboration
- Is able to build effective relationships and work with various stakeholders to identify relevant experts, partner organizations to facilitate creation and “broker” transfer of accurate and relevant knowledge, create means for knowledge access and to minimize loss of both implicit and explicit knowledge
- Participates in fora to present and promote the CoP and related issues on food loss and waste on behalf of FAO
- Proficiency in English, working knowledge of French
- Minimum 7 years professional experience, preferably in an international setting