



CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

Template: Sample terms of Reference – Institutional Focal Point

Brief description	This template contains sample terms of reference that set out the profile of an institutional focal point, and their role and responsibilities. The terms of reference may be adapted and used in the recruitment of an institutional focal point.
Expected outcome	The institutional focal point has a technical profile and, at the same time, the capacity and position to influence the decision-making process.
Expected output	Terms of reference
Scale of application	Project level
Expertise required	Project management
Examples of application	Antananarivo, Madagascar
Year of development	2020
Author(s)	Carmen Zuleta Ferrari
Relevant CRFS Handbook modules; related tools, examples and activities	Inception module

Institutional Focal Point – Terms of Reference

Description

The institutional focal point will act as the reference person for the project within the local or regional government and will be responsible for ensuring political support and ownership of the CRFS assessment and planning process, as well as the potential future adoption of the results in policies, programmes, institutional budgets and action plans. The focal point will ensure regular communication on project activities with other officials and staff members of institutional bodies involved in the food system activities, facilitate access to data on the city region and on the food system, and will inform the project coordinator and the project team on the evolution of the implementation of local policies related to the food system.

He/she must have a technical profile and, and at the same time, the ability and position to influence the decision-making process. The institutional focal point should have strong capacity to facilitate multi-stakeholder participation and participatory planning processes. He/she must be well established and linked to the different departments and be aware of the on-going decision-making processes.

Specifically, he/she must:

- 1) Facilitate contact between local/regional government institutions and the local project team;
- 2) Contribute to the identification and mapping of key relevant local stakeholders from different sectors and government mandates, as well as food systems and climate sectors;
- 3) Participate in key project meetings, provide feedback and advice on the project from a policy perspective;
- 4) Facilitate access to information regarding the city region, inform the project team of relevant developments about CRFS related issues. This includes providing staff with time to support data collection and processing, as required;
- 5) Regularly report on the progress of project implementation at higher levels of decision-making within local government and ensure that project results are used in the design of future strategies;
- 6) Provide human and logistical resources for the implementation of research activities
- 7) If required, provide resources to the project team to complete expected tasks;
- 8) Where necessary and to the extent possible provide facilities for stakeholder events, meetings and workshops (venue, provision of equipment, administrative and logistical support);
- 9) Where possible, ensure the travel of his/her team to facilitate field activities at the city area level.