



## CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

### Template: Sample terms of Reference- Project Coordinator

<b>Brief description</b>	This template contains sample terms of reference that set out the profile of a project coordinator, and their role and responsibilities. The terms of reference may be adapted and used in the recruitment of a project coordinator and agreed at an initial team meeting.
<b>Expected outcome</b>	The project coordinator has an appropriate technical profile, combined with the capacity to effectively manage projects, interact with different institutions/groups of stakeholders and orient research towards policy outcomes.
<b>Expected output</b>	Terms of reference
<b>Scale of application</b>	Project level
<b>Expertise required</b>	Project management
<b>Examples of application</b>	Antananarivo, Madagascar
<b>Year of development</b>	2020
<b>Author(s)</b>	Carmen Zuleta Ferrari
<b>Relevant CRFS Handbook modules; related tools, examples and activities</b>	Inception module

### Project Coordinator – Terms of Reference

#### 1) General description

The project coordinator will be the technical focal point for the CRFS project coordination and management. He/she will have an appropriate technical profile coupled with the ability to interact effectively with different institutions and stakeholder groups. In close collaboration with the institutional focal points (e.g. from the municipality), he/she will provide the technical inputs and organize the necessary activities to ensure the rapid and effective starting of the project, implementation and monitoring of the various assessment and planning activities.

#### 2) Tasks and responsibilities

More specifically, he/she will have the following responsibilities:

1. Coordinate the set-up of the core team and a multi-stakeholder advisory group (SAG) to guide the project and prioritize key interventions.
  - Coordinate the set-up of the core team (institutional focal points) and encourage the ownership of the process from the start;

- Identify and map stakeholders directly or indirectly involved in the food system (from producer groups to consumers). In collaboration with the institutional focal points, he/she will identify key organizations and individuals to be involved in the multi-stakeholder platform;
  - Organize, participate, and facilitate a local multi-stakeholder consultation and dialogue processes and other project events (workshops, expert meetings, technical seminars, training sessions, etc.) as appropriate, to develop the CRFS vision and select priorities for the CRFS
2. Coordinate and lead the local team of consultants in the research, data collection and analysis for the assessment of the CRFS.
    - Coordinate and supervise the data collection process and further analyses;
    - Ensure the integration of research data and input from stakeholders into the CRFS assessment;
    - Ensure regular documentation and progress reports to inform the core team and the SAG members about the assessment process.
  3. Provide technical support to update the CRFS vision and the prioritization of key areas for intervention based on the results of the assessment and considering existing policies and action plans to improve the CRFS.
  4. Guide the formulation of the CRFS's strategy through the development of an action plan bringing together key interventions.
    - In collaboration with the core team, he/she will determine the planning of consultation meetings with SAG members and facilitate dialogue during the development of the strategy;
    - Provide technical insight into the existing policies and plans to better formulate recommendations on the inclusion of CRFS recommendations;
    - Organize and coordinate participatory sessions to present the findings of the assessment to trigger the action planning process and the constitution of thematic working groups
    - Guide the working groups in the formulation of a detailed action plan, integrating the recommendations and the needs expressed by the SAG together with a communication plan proposed by the core team
    - Develop a framework of indicators for the evaluation of the overall strategy
    - Prepare, coordinate, and supervise capacity building for the CRFS actors during the process if necessary.
    - Prepare and conduct a validation workshop of the CRFS final strategy and the action Plan.
    - Deliver the strategic document containing the CRFS strategy and the action plan and a policy brief.