



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Consultant Category A

Name:	
Job Title**:	Programme Officer/Coordinator
Division/Department:	FAO Representation in Ethiopia (FRETH)
Programme/Project Number:	
Duty Station:	Addis Ababa
Expected Start Date of Assignment:	December 2020
Duration:	11 months
Reports to: Name:	Ms Fatouma Seid
Title:	FAO Representative in Ethiopia

* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required **for the assignment** is as follows:
 1 year for a category C 5 years for a category B 12 years for a category A

** Please enter a short title (max 25 chars) for this assignment.

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

Organizational Setting

The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programs and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

The assignment is in the FAO Representation in Ethiopia that is responsible for developing, promoting and overseeing strategies for addressing country priorities and implementing programmes and projects related to country food, agriculture and rural development priorities. Under the overall supervision of FAO Representation in Ethiopia and in close collaboration with the Humanitarian Coordinator in Ethiopia.

Reporting Lines

The Programme Officer/Coordinator will work under the overall guidance of the FAO Representative of Ethiopia and under the direct supervision of the FAO Deputy Representative of Ethiopia. As the coordinator of the Agriculture Task Force - ATF (Agriculture Cluster), he/she will work impartially with all members of the ATF and its sub-components, and will serve and represent the group as a whole, and not as an agency officer.

Technical Focus

The objective of a country level ATF Coordinator is to ensure timely, coherent and effective food security response to the current chronic and acute sector's priorities. As a Programme Officer, the objective is to provide technical support and advice on main issues related to the Country Office programme and building collaboration and partnerships to enhance the objectives of the programme. The role of the Programme Officer/Coordinator is to develop and implement assigned programme/projects and to lead and facilitate the humanitarian process as set out in the IASC through:

Tasks and responsibilities

- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging development issues and trends, participation in impact evaluation or equivalent studies
- Carries out basic research on selected aspects of programmes, operations and other activities
- Provides substantive support for policy coordination and evaluation functions, including the review, analyses and interprets responses, identifies problems/issues and prepares preliminary conclusions
- Assists in the implementation and management of projects/programmes
- Provide technical and managerial supervision to staff assigned to him/her
- Undertakes outreach activities; participates in and makes presentations on assigned topics/activities
- Participates in field missions, including provision of substantive support, data collection
- Coordinates with national/local authorities, state institutions, local civil society and other relevant actors
- Establishes and maintains appropriate humanitarian coordination mechanisms
- Ensures appropriate attention to priority crosscutting and cross-sectorial issues (e.g. gender, protection, environment, age, human rights, etc.)
- Coordinates needs assessments, analysis, advocacy messages
- Harmonizes response and targeting approaches
- Undertakes advocacy and resource mobilization
- Performs any other task, as requested by the supervisor

The ATF coordinator will work impartially with all members of the ATF, serving and representing the group as a whole. She/he will work closely with the UN Humanitarian/Resident Coordinator or their designated official as required.

Minimum Requirements

- University degree in political science, international relations, agriculture, economics or related fields
- Professional experience in humanitarian response
- Three years of relevant experience in project or programme management, international cooperation or related area
- Excellent knowledge of English, spoken and in writing

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Ability to work and plan at strategic as well as operational levels
- Work experience with inter-governmental bodies and multi-disciplinary teams
- Understanding of the international humanitarian response architecture, including coordination mechanisms, humanitarian reform and action, and funding mechanisms
- Facilitation, presentation and communication skills
- Work experience with Government and development partners in Ethiopia is essential
- Ability to work under pressure and willingness to travel frequently to rural areas of Ethiopia
- Quality of both oral and written communication skills
- Extent of experience with UN, intergovernmental and international organizations in technical assistance mechanisms

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ol style="list-style-type: none">1. DRM-ATF monthly meetings and follow-up.2. Final report after assignment.	<ol style="list-style-type: none">1. Continuous2. End of assignment