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# Food and Agriculture organization of the United Nations

### **Terms of Reference for Consultant** **/PSA**

### Minimum number of years of relevant experience required: 1 year ; 5 years ; 12+years

| **Job Title** | **GEF PROGRAMME DEVELOPMENT EXPERT** | | | | |
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| **Division/Department** | | RAPR | | | |
| **Programme/Project Number** | |  | | | |
| **Location** | | RAP-BANGKOK | | | |
| **Expected Start Date of Assignment** | | 1ST OF JULY 2014 | **Duration:** | 11 MONTHS (renewable) | |
| **Reports to** | **Name: Daniele Salvini/Patrick Durst** | | **Title:** | GEF EXPERT | |
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| General Description of task(s) and objectives to be achieved | | | | | |
| Under the overall supervision of the RAP ADG/RR, the direct supervision of the FPG Coordinator, the technical guidance of the NRE Coordinator and other relevant officers in NRE, and in close consultation and collaboration with the GEF unit in TCI, the consultant will perform the following activities:   * Catalyse and coordinate the development of GEF project concepts, PIF formulation, and GEF project documents, working in close collaboration with RAP technical officers, FAO Country Office Representatives, member country officials and GEF Unit Staff; * In coordination with FAO Country Representatives, liaise with national GEF Operational Focal Points and relevant sector agency officials to identify and support opportunities for FAO to serve member countries as GEF agency in formulating and implementing GEF projects consistent with FAO’s mandates; * Coordinate with other GEF agencies to seek opportunities for mutually beneficial collaboration and potential joint projects, as appropriate to the interests of FAO and member countries; * Manage the FAO GEF project pipeline in Asia/Pacific, ensuring that only eligible projects enter into the pipeline and that once in the pipeline, each project receives the necessary support to be developed, submitted and approved by GEF; * Collaborate with country office staff to ensure adequate and effective country office support (identification and formulation and follow up of GEF projects); * Serve as the FAO-GEF reference person for Asia/Pacific, able to answer questions related to fee structure, eligibility, processes, etc.; * Recruit and work closely with GEF consultants for the formulation of PIFs, PPGs, FAO Project Documents and CEO Endorsement Requests; * In specific circumstances, formulate PIF, PPG documents and participate in the formulation of GEF full project documents; * Ensure:   + Compliance with the  relevant GEF focal area results framework and priorities   + Identification of   co-financing   + Alignment to FAO Strategic Objective initiatives and major areas of work   + Timely response  by  FAO and project partners in responding to GEFSEC comments and reviews   + Contributions and inputs for the preparation of the annual Project Implementation Review (PIR)   + Where related to the GEF project portfolio, and as required/agreed with LTU/LTO/BH, prepare thematic or project briefs, information papers, discussion and seminar sessions within FAO and for external audiences; * Monitoring the timely submission of Project Implementation Reviews (PIRs) from all GEF projects in the A-P and ensure adequate M&E is being provided by FAO to FAO-GEF projects in Asia/Pacific * Provide support to the identification of projects and enable FAO to remain up to date with GEF programme funding opportunities and new developments and requirements in the GEF-managed and other environmental funds * Provide input to and participate in training workshops for DO staff on GEF in the Asia/Pacific, working with the TCI-GEF Unit in Rome. * Participate in regional GEF Expanded Constituency Workshops and represent FAO interests in same; * Work effectively as one team with the TCI-GEF Unit in Rome. * Perform other related duties as required; | | | | | |
| **MINIMUM REQUIREMENTS**   * At least 7 years of proven experience in GEF project identification, formulation, management or support; * In-depth understanding and detailed knowledge of GEF programme characteristics, modalities and requirements; * Work experience in Asia/Pacific region; * University degree at Master level in natural resources management, environmental management, fisheries, forestry, land management, water resources management, rural development, or closely related fields. * Fluency in the English language * Proven writing skills in English | | | | | |
| **SELECTION CRITERIA**   * Candidates will be assessed against the following: * Level, extent and relevance of proven past experience with GEF projects; * Knowledge and understanding of GEF projects peculiarities in the identification, formulation and implementations phases; * Familiarity with GEF funding models; * Depth of English language skills; * Ability to participate and work in a team under tight deadlines | | | | | |
| key performance indicators | | | | | |
| Number of project documents formulated  Number of projects for which he/she has provide substantial support  Number of new projects funded by GEF in Asia pacific region | | | | | Required Completion Date: |
| HOW TO APPLY | | | | | |
| Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <http://www.fao.org/employment/irecruitment-access/en/> The PPF should be sent via e-mail to [Chongguang.Liao@fao.org](mailto:Chongguang.Liao@fao.org)  **Deadline for application: 17 July 2014**  Applicants received after the closing date will not be given consideration. Only short listed candidates will be contacted. | | | | | |