



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant ☐/PSA ☒

Minimum number of years of relevant experience required: 1yr ☐ 5yrs ☒ 12+yrs ☐

Name:	
Job Title:	National Assistant Coordinator – Zero Challenge Hunger Initiative
Division/Department:	FAO/SLC
Programme/Project Number:	TCP/GRN/3501 Support to the Hunger-Free Initiative in Grenada.
Location:	Grenada
Expected Start Date of Assignment:	ASAP
Duration:	6 months
Reports to:	Deep Ford
Title:	<i>Sub-Regional Coordinator for the Caribbean and Representative for Barbados and OECS</i>

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

Under the overall supervision of the FAO Sub-Regional Coordinator for the Caribbean and the Coordinator of the National Zero Hunger Initiative of the Government of Grenada (Ministry of Agriculture as focal point), the technical guidance of Zero Hunger Challenge focal point in the FAO Sub-Regional Office for the Caribbean and delivery manager for the Regional Initiative-1 of FAO, the direct supervision of the Regional Country Coordinator based in Antigua and Barbuda and in coordination with the FAO National Correspondent based in Grenada and the Monitoring and Evaluation focal point for the FAO Sub-Regional Office for the Caribbean in Barbados, the ZHC National Assistant Coordinator will be responsible for providing coordinated assistance, monitoring and evaluation support to the Zero Hunger Challenge Initiative programme in Grenada.

Specifically, the incumbent's duties will include:

- Technical, management and Administrative assistance to the National Authority and the Implementation Committee for the Zero Hunger Challenge Initiative, and the Regional Country Coordinator for the Zero Hunger Challenge (ZHC) Initiative OECS based in Antigua and Barbuda –
 - ensure the effective achievement of outputs and activities being supported as the FAO contribution to the implementation of the Zero Hunger Initiative programme in Grenada, based on the strategic plan agreed between FAO and the government of Grenada for 2015-2016;
 - assist in the identification and recruitment of personnel for different activities being supported by FAO;
 - assist in the development and maintenance of a monitoring and evaluation system for the Zero Hunger Challenge Initiative. This includes designing of tools, developing mechanisms and ensuring timely planning, monitoring and evaluation of the initiative. This involves: Annual plan of action and timely report on outputs and progress of POA.
 - advise on the improving and support the coordination of the *Eat What You Grow* multimedia campaign of Grenada;
 - guidance and assistance for monthly meetings of the National Authority for the Zero Hunger Challenge Initiative (ZHCI) in Grenada, conferences and workshops;
 - coordinate and facilitate training sessions (governance, accountability and transparency, team building and organization) to the National Authority and the implementation Committee for the ZHCI.
- Assist in developing a dynamic information and communication tool for management and public decision making. This

involves:-

- support to the development of a communication strategy for the Zero Hunger Challenge Initiative. This includes the development of a dynamic information platform on the Status of Zero Hunger Challenge Initiative implementation in Grenada. This includes policies developed, achievement of outputs and outcomes, main active and potential resource partners;
- recording and preparing National Authority Committee meetings
- supporting effective working relationships and communication among Government officials and national, regional and international partners;
- collecting and collating data on all aspects of the project;
- assisting in the preparation of information for dissemination to stakeholders.
- Assist with the management of the office, including additional administrative support to the FAO National Correspondent in matters related to the ZHC and Food and Nutrition Security.

QUALIFICATIONS AND EXPERIENCE

Education

Advanced degree in social science, rural development, or any related field of studies

Technical Competencies

Working experience in agricultural development, Monitoring and Evaluation of Food and Nutrition Security and project implementation.

Good documentation, record keeping and report-writing skills and experience in monitoring and information dissemination.

At least 4 years of experience in the agricultural development sector and particularly in management, and monitoring and evaluation projects and programs related to agricultural development and Food and Nutrition Security.

KEY PERFORMANCE INDICATORS

Expected Outputs:

- Communication strategy for the Zero Hunger Challenge Initiative
- A Plan of Action -2015 for support being provided to the Zero Hunger challenge Initiative by FAO
- Development and maintenance of a monitoring and evaluation system for the Zero Hunger Challenge Initiative
- Quarterly report on progress of the Plan of action 2015
- At least three Communication materials and tools
- Monthly report

HOW TO APPLY

Interested candidates should apply via e-mail to SLC-Vacancies@fao.org on or before 10 June 2015 indicating application for the post of *National Assistant Coordinator – Zero Challenge Hunger Initiative*. Unsuitable applications will not be acknowledged.