



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant /PSA

Minimum number of years of relevant experience required: 1yr 7yrs 12+yrs

Name:	
Job Title: Consultant – Support to UN-REDD Programme Secretariat Coordination	
Division/Department: NRC	
Programme/Project Number: UNJP/GLO/386/UNJ (Baby 03)	
Location: Geneva	
Expected Start Date of Assignment: 01 April 2014	Duration: 10 months
Reports to: Name: Thais Linhares-Juvenal and Mario Boccucci	Title: Head, UN-REDD Programme Secretariat and Senior Officer

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

The overall objective of the consultancy is to support the UN-REDD Programme Secretariat in its overall coordination role of monitoring, evaluation and reporting on results within the framework of the “Support to National REDD+ Action – Global Programme Framework 2011-2015”, herein defined as SNA .

In accordance to the SNA work plan and budget for 2014, this consultancy aims at supporting the UN-REDD Programme Secretariat in its coordination role of ‘Timely and effective UN-REDD Programme Secretariat services provided to the UN-REDD partner countries, Policy Board and the UN agencies’; Outcome 8 under the SNA. The main deliverables of the consultancy are linked to the following outputs under the SNA: Output 8.1 – ‘Secretariat effectively managed and overall efficient and effective interagency quality assurance and coordination mechanisms created’; Output 8.4 - ‘Policy Board, Strategic Group (SG) and Management Group (MG) is operational and effective’ and Output 8.3 –‘Interagency quality assurance for the Support to National REDD+ Actions (SNA) provided’.

Under the supervision of the Head of the Secretariat and of Senior Officer of the UN-REDD Programme Secretariat, the consultant will provide support in the following areas:

- Coordination of UN-REDD Strategic Group and Management Group meetings;
- Coordination of UN-REDD Policy Board communications;
- Coordination of UN-REDD Policy Board working groups;
- Monitoring of Policy Board, Strategy Group and Management Group decisions and follow up actions; and
- Coordination of SNA meetings during UN-REDD Management Group retreats.

KEY PERFORMANCE INDICATORS

Key Deliverables:	Required Completion Date:
<ul style="list-style-type: none"> • Coordinate the planning and organization of two Management Group retreats to take place in the second and third quarter of 2014 • Coordinate the planning of the Strategic Group meetings • Coordinate the completion of the Policy Board Review by the Policy Board working group • Document the decisions from previous Policy Board meetings, consolidate the Policy Board’s Working Group response to the review of the Policy Board structure • Review and update the Programmer’s Rules of Procedure and Policy Board Terms of Reference based on the approved reports of Policy Board 10 and 11, • Publish guidance note and address outstanding items on the review of the TORs of Management Group, Strategic Group and the Secretariat • Coordinate communications with the Policy Board members and other stakeholders of the UN-REDD Programme in the completion of the Programme evaluation exercise • Facilitate the rotation process and capacity building of members of the Policy Board and sponsored observers in collaboration with the Senior Management of the Secretariat • Prepare draft Policy Board decisions for two meetings scheduled to take place in the third and fourth quarter of 2014 • Organize at least two SNA sessions during MG retreats and on the margins of Policy Board meetings 	<p>April and October 2014</p> <p>April, June, October 2014</p> <p>June 2014</p> <p>June 2014</p> <p>June 2014</p> <p>October 2014</p> <p>April 2014</p> <p>May 2014</p> <p>July and November 2014</p> <p>April and October 2014</p>
REQUIRED COMPETENCIES	
<ul style="list-style-type: none"> • Advanced studies in environmental sciences • At least 7 years work experience in a similar environment • Should have familiarity of REDD+ and the work of the UN-REDD Programme, as well as background in REDD+ strategies • Ability to communicate with high level government officials • Excellent report writing skills • Ability to work independently and under pressure with short deadlines • Fluency in English 	