



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: Ms Solongo ZULBAATAR	
Job Title: Consultant/PSA– Reporting and monitoring assistance to the Support to National REDD+ Action – Global Programme Framework 2011-2015 (SNA)	
Division/Department: NRC	
Programme/Project Number: UNJP/GLO/386/UNJ (Baby 03) (TBC)	
Location: Geneva	
Expected Start Date of Assignment: 20 March 2014	Duration: 9 months
Reports to: Name: Thais Linhares-Juvenal	Title: Senior Natural Resources Officer, NRC

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 the enhancement of reporting and tracking of results 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 specific outputs within the UN-REDD Secretariat’s coordination with the UN-REDD participating UN organizations (FAO, UNDP and UNEP). These overall outputs are: Output 8.3 – Interagency quality assurance for the SNA provided; Output 8.5 – Result-based monitoring and evaluation framework implemented; and Output 8.7- Secretariat effectively provides for country leadership towards more integrated and better coordinated programmes and readiness activities.

Under the supervision of the Senior Officer, UN-REDD Secretariat, the consultant will assist with the preparation of the UN-REDD Programme’s Annual Report 2013 and Progress Update 2014 with SNA Annex, including support to the development of internal information systems and tools for tracking delivery and reporting.

Specifically, he/she will:

- Support the reporting of the SNA by synthesising and summarizing information received from the three UN-REDD Programme UN organizations.
- In close consultation with the UN-REDD Secretariat Senior Officer and the Natural Resources Officer liaise with the focal points from the mentioned organisations for clarifications of inputs, as required.
- In collaboration with Secretariat colleagues and an Information Technology Consultant, support the development of a Secretariat internal information system for country level delivery and an on-line reporting and tracking tool for National Programmes and SNA.
- Assist with the quarterly Management Updates of the SNA work.
- Assist with minutes, data handling and correspondence related to the SNA.
- Assist with the registry, progress updates, monitoring and reporting of activities related to country needs

assessments (CNA).

- Assist with SNA information updates for the UN-REDD workspace and website.

The ultimate expected result is a result based UN-REDD Programme Annual Report 2013 and Progress Update 2014 timely produced for the 12th and 13th Policy Board Meetings.

KEY PERFORMANCE INDICATORS

Expected Outputs:

Required Completion Date:

The expected Outputs are:

- Support provided to the timely preparation of the Annual Report 2013 and SNA Annex and Progress Update 2014 of expected quality and results-focus. (Relates to SNA Output 8.5)
- Support provided to Management Updates on the SNA implementation status. (SNA Output 8.3)
- Support provided to the development and use of an information system and a tracking and reporting tool. (SNA Output 8.5)
- Information on CNA and other SNA areas kept updated and related correspondence timely processed (SNA Output 8.3, 8.7)
- SNA documents available on the UN-REDD workspace, website and internal shared drive. (SNA Output 8.7)

(Dec 2014)

30 June 2014 and 10 Dec 2014

April, July, October

August 2014

December

December

REQUIRED COMPETENCIES

- University degree in international development, natural resources management, forestry, environment or other relevant field.
- Knowledge of REDD+ and climate change preferred, but not a request. A minimum of two years of work experience, preferably in an international organization. Experience in organization with multiple partners is an asset.
- Basic knowledge and understanding of international standards (including those of UN) of results-based management including monitoring, reporting and evaluation methods and practices.
- Demonstrated ability to plan, organize and deliver accurate, high-quality work with minimal supervision, working in teams and enhancing collaboration with partners.
- Excellent report writing skills.
- Fluent in English and knowledge of French