



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

Name:	
Job Title: Coordinator for the Committee for the Promotion and Advancement of Cooperatives (COPAC)	
Division/Department: Office for Communication, Partnerships and Advocacy (OCP)	
Programme/Project Number:	
Location: Rome	
Expected Start Date of Assignment: 1 September 2013	Duration: 11 months (half-time)
Reports to: Name:	Title: Coordinator, Partnerships with Producer Organizations and Cooperatives

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

The Committee for the Promotion and Advancement of Cooperatives (COPAC) is the coordinating body for international inter-agency collaboration between the cooperative movement and the UN system on activities related to cooperatives, and on sustainable cooperative development. FAO is serving as the COPAC Chair for 2013-2014.

The Coordinator will service and manage the COPAC Committee, composed of representatives from the Food and Agriculture Organization (FAO), the International Labour Organization (ILO), the International Cooperative Alliance (ICA), the World Farmers Organization (WFO) and the UN Department of Economic and Social Affairs (DESA). The incumbent responsibilities include the following:

- Convening COPAC meetings and teleconferences and preparing documentation as required
- Managing the COPAC finances and archives
- Helping to determine key international meetings and events relevant to cooperatives, and ensuring with COPAC leadership either a physical or written presence in those deliberations
- Drafting communication materials and technical reports
- Engaging in research and identifying cooperative trends
- Maintaining and developing the COPAC website
- Developing relationships at UN agencies by phone, email and in person to advance the cooperative agenda
- Providing material to public inquiries both about cooperatives specifically and COPAC as a group endeavour
- Assisting the international cooperative movement in promoting cooperatives at the UN in close cooperation with all the COPAC members to ensure a common position.

KEY PERFORMANCE INDICATORS

Expected Outputs:

- Reports and documents of meetings held and attended.
- Quarterly financial and budget reports.
- Draft communication materials and technical reports, as well as report of analysis.
- Website content and maintenance.
- Draft concept notes and proposals.

Required Completion Date:

End of contract

HOW TO APPLY

Interested applicants should send a copy of their CV with a cover letter via email to: COPAC@FAO.ORG by 05 July 2013.

COPAC is seeking a candidate who is available to start immediately after the closing of the application process. The duration of the position is for 11 months and may be extended subject to availability of resources and review of incumbent performance. The COPAC coordinator will be located in Rome working out of the Food and Agriculture (FAO) Headquarters in Rome. The Coordinator will be under contract with FAO assigned to work on COPAC affairs.