



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

<b>Job Title:</b> Finalization of National Execution Guidance for FAO	
<b>Division/Department:</b> OSD	
<b>Programme/Project Number:</b>	
<b>Location:</b> FAO HQ, Rome	
<b>Expected Start Date of Assignment:</b> 22 July 2013	<b>Duration:</b> 10 weeks
<b>Reports to: Name:</b> <i>Diego Recalde, Senior Field Programme Officer</i>	<b>Title:</b> Consultant

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

Under the direct supervision of the Senior Programme Officer, Office of Support to Decentralization, and in close collaboration with the Inter-Departmental Working Group on New Operational Modalities, the incumbent will develop National Execution Guidance for FAO. In particular the consultant will:

1. Familiarize him/herself with the existing documentation including but not limited to “Development of National Execution Guidelines” Concept Note; draft FAO Guidelines on National Execution, existing HACT Guidance, good practices from other agencies and other background documents (Evaluations, GEF requirements, UN-REDD requirements and work conducted by the IDWG, including execution agreement for Chimborazo ,TOR for fiduciary assessment of Executing Partner applied in the FAO-GEF NEX pilots, and the Manual Section 507 on Letter of Agreement).
2. Interview selected members of the IDWG (Procurement, Finance, GEF, Legal, Human Resources, Resource Mobilization, Office of Support to Decentralization and other relevant departments) and document all the issues identified from their perspective that must be addressed in the NEX guidelines for FAO, including definition, role and types of the Implementing Partner, accountability framework and approval mechanisms, appropriate legal instruments, procedures (including the mechanism the Organization will use to transfer the funds to the IPs) as well as appropriate guidance and tools.
3. Develop a brief (up to 2 pages) and comprehensive National Execution Policy Paper for FAO outlining how National Execution/National Implementation modality can be implemented within FAO context.
4. Based on the existing draft “FAO Guidelines on National Execution” and in close collaboration with FAO units concerned and the IDWG, develop practical and detailed guidance to support FAO NEX/NIM policy implementation. The guidance should clearly and concisely outline fiduciary responsibilities, legal and accountability frameworks including associated workflows in GRMS, as well as contain detailed prescriptive procedures and processes with tools, checklists, and internal control mechanisms for each of the processes to guide FAO HQs, Regional Offices and Country Offices in their work with national institutions that act as implementing partners of FAO-supported projects. The guidelines should include in an Annex, a stock taking of the current practice in FAO of subcontracting substantial project parts (components), a brief discussion of the challenges of this practice and a list of optional suggestions for improvement.
5. Following the consultations within FAO HQs and its decentralized offices finalize all expected deliverables incorporating comments received.

**Deliverables**

The Consultant will be required to deliver:

1. Inception report based on the proposed methodology for the IDWG’s review and approval (2 weeks after commencement of the assignment).
2. Brief (up to 2 pages) and comprehensive National Execution Policy Paper for FAO outlining how National Execution/National Implementation modality can be implemented within FAO context (3 weeks after commencement of the assignment).
3. Practical guidance and tools to support FAO NEX/NIM policy implementation (7 weeks after commencement of the assignment)
4. Finalized deliverables incorporating comments received during the consultation process (10 weeks after commencement of the assignment)

**Qualifications:**

1. University degree in Law, financial management, business administration, public administration, or in related areas of work of the Organization.
2. Minimum 6 years of experience in the UN system or multilateral development banks
3. Familiarity with projects or programme management and implementation procedures and practices and international fiduciary standards employed by governments (e.g. in procurement), UN agencies, International Financial Institutions and technical cooperation agencies (e.g. in project cycle, administrative procedures).
4. Familiarity with FAO business model, policies and procedures
5. Knowledge/understanding of the various implementation modalities (models). Experience with National Execution and HACT within the UN is an advantage.
6. Experience in drafting policies and procedures
7. Excellent analytical ability
8. Excellent communications skills and facility to work as part of a team in a multicultural environment
9. Good command of Microsoft Office tools

**Application Documents/Submission**

Interested candidates must include the following documents in their application:

1. A brief technical proposal/methodology responding to the terms of reference
2. A completed [Personal History Form](#) and Curriculum Vitae
3. A financial offer specifying the lump sum fee proposed for the entire assignment, including the itemized costs.

**SUBMIT YOUR APPLICATION** by e-mail with “ Finalization of National Execution Guidance for FAO (consultant)” in the subject line to  
[olga.abramova@fao.org](mailto:olga.abramova@fao.org)

**DEADLINE FOR APPLICATION: 10 July 2013**

Only shortlisted candidates will be notified