# FAO_black_20

# Food and Agriculture organization of the United Nations

### **Terms of Reference for NPP 🞏/PSA.NAT 🞏**

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| **Name:** |  |
| **Job Title:** | Horticulture Specialist |
| **Division/Department:** | REU (Regional Office for Europe and Central Asia) |
| **Programme/Project Number:** | TCP/UKR/3502 |
| **Location:** | Kyiv, Ukraine with in-country travel |
| **Expected Start Date of Assignment:** | Asap | **Duration:** | 40 days on WAE basis**With possibility of extension** |
| **Reports to:** | ***Name:*** | Farrukh Toirov | **Title:** | Emergency Response Coordinator |
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| General Description of task(s) and objectives to be achieved |
| Under the overall supervision of the Assistant Director General / Regional Representative in the Regional Office for Europe and Central Asia (REU), in close coordination with the Field Programme Officer in REU, the technical supervision of the Crop Production and Plant Protection Officer and under the direct supervision of the Emergency Response Coordinator in Kiev as well as in close coordination with the Emergency Response Team and relevant partners, the Horticulture Specialist will be responsible for provision of technical support in programmatic and operational aspects of FAO response and recovery programme in eastern Ukraine.Specifically, he or she will carry out the following activities:* Collect information about the needs of the vulnerable households in the conflict affected areas related with the horticulture production;
* Undertake analyses of the collected information, prepare written reports, summaries and presentations;
* Support the team in submitting the related information to the Food Security Cluster and other coordination forums;
* Participate in the Coordination meetings as requested by the management;
* Support the team in preparation of the detailed work plan, procurement and distribution of seeds and fertilizers;
* Prepare a benchmark survey related to the input distribution and technology transfer to the project beneficiaries;
* Collect and collate information on horticulture situation in the project areas;
* Provide technical support in response to the priority needs of the targeted beneficiaries;
* Draft technical specifications for the procurement of plant production inputs, and plan the quantities of inputs to be procured under the FAO projects;
* Investigate the possible sources of farming inputs to be procured under the projects;
* Assist in preparation of the lists of beneficiaries focusing on the most vulnerable families;
* Assist in prepare letters of agreement and contracts for distribution and monitoring;
* Ensure monitoring and reporting on development in horticulture productions;
* Build the capacity of implementing partners and other stakeholders on horticulture practices and techniques;
* Assist in the preparation of reports including final report;
* Assist in monitoring various project activities related to seed and fertilizer distribution, as well as technology transfer.
* Assist the International Expert in the preparation of a detailed work plan. Prepare and submit to FAO a mid-term report and an end-of-assignment report, describing activities implemented, problems, and recommendations.
* Monitor the distribution and use of inputs and prepare and submit a report and evaluation of the fertilizer distribution and seed distribution;
* Regularly monitor the implementation performance of the implementing partner(s), through field visits to beneficiaries’ farms and meetings with beneficiaries;
* Assess the impact of the project on the targeted beneficiaries;
* Perform other related duties, as assigned.
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| key performance indicators |
| Expected Outputs: | Required Completion Date: |
| * Summary of the needs in horticulture sector of the conflict affected area;
* Technical specifications for procurement of farming inputs are finalized in compliance with the FAO technical requirements;
* Procurement and distribution of fodder and chicken with the feed package undertaken in compliance with the FAO technical standards;
* Impact evaluation report on the results of the seeds and fertilizer distribution components of the FAO projects
 | 15 August 2015Based on the needs and seasonalityBased on the needs and seasonalityBy the end of the projects |
| REQUIRED COMPETENCIES |
| Academic Qualifications* Essential: University degree in agronomy, horticulture or related subject;
* Desirable: Training or degree in a subject matter related to analytics, project management, monitoring and evaluation and/or data analyses;
* Proficiency in English and Ukrainian or Russian, both written and spoken
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| Technical Competencies and Experience Requirements* Minimum 5 years of relevant work experience in Ukraine;
* Ability to integrate and work well within multi-ethnic and multicultural teams
* Negotiation, interpersonal and organization skills
* Proficiency with MS Word and Excel (minimum requirement)

General Competencies: * Results Focus
* Teamwork
* Communication
* Building Effective Relationships
* Knowledge Sharing and Continuous Improvement
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