# FAO_black_20

# Food and Agriculture organization of the United Nations

### **Terms of Reference for National Project Personnel \***

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| **Name:** |  |
| **Job Title\*\*:** | Cluster Coordinator for Food Security & Livelihood Cluster/Sector |
| **Division/Department:** | REUTD |
| **Programme/Project Number:** |  |
| **Duty Station:**  | Kyiv, Ukraine with regular field work in Luhansk and Donetsk oblasts |
| **Expected Start Date of Assignment:** |  | **Duration:** |  |
| **Reports to:** | ***Name:*** | Mara Lopes | **Title:** | FAO Programme Coordinator in Ukraine |
| \* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required **for the assignment** is as follows:

|  |  |  |
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| 1 year for a category C | 5 years for a category B | 12 years for a category A |

\*\* Please enter a short title (max 25 chars) for this assignment. |
| General Description of task(s) and objectives to be achieved |
| ***SPECIFIC RESPONSIBILITIES*** The FSLC coordinator will work under the general supervision of the FAO Programme Coordinator in Ukraine and is supported by the Global Food Security Cluster team when needed. . The Cluster Coordinator will work impartially with all members of the Cluster and its sub-components, and will serve and represent the group as a whole, and not as an agency officer. The objective of a country-level Food Security and Livelihood Cluster is to ensure a coordinated, timely, coherent and effective response by mobilizing stakeholders to respond in a strategic manner to a humanitarian crisis. The role of the Cluster Coordinator, as set out in the IASC Generic Terms of Reference for Sector Leads at Country Level, is to lead and facilitate this process through:* Lead and support the Cluster members in contributing to development and review of annual Humanitarian Needs Overview and Multi-year Humanitarian Response Plan;
* Facilitate regular FSLC Coordination meetings in agreement with Cluster partners;
* Inclusion of key humanitarian partners, including INGOs, NNGOs, UN Agencies, donor community;
* Represent FSLC at Inter Cluster Coordination Meetings/ and coordination with OCHA and RC/HC office
* Represent FSLC in relevant WGs (e.g. Cash, Need Assessment, etc)
* Ensure bilateral coordination with other coordinators for the relevant Clusters such as Nutrition, Health, Shelter/NFI, or any other relevant in the operation
* Establishment and maintenance of appropriate humanitarian coordination mechanisms in Kyiv for strategic discussions and field level in the Eastern Ukraine for operational aspects;
* Undertaking periodic field trips to the Eastern Ukraine for strengthening Cluster coordination mechanisms at all levels;
* Coordination with national/local authorities, state institutions, local civil society and other
* relevant actors;
* Ensuring appropriate participatory and community-based approaches;
* Ensuring appropriate attention to priority cross-cutting and cross-sectoral issues (e.g.gender, age, HIV and AIDS, human rights, environment and early recovery);
* Facilitate needs assessment and undertaking analysis of the needs in a transparent and inclusive manner;
* Coordinating sector-wide emergency preparedness;
* • Undertaking planning and strategy development;
* Ensuring the application of appropriate quality standards;
* Ensuring monitoring and reporting;
* Undertaking advocacy and resource mobilization;
* Undertaking training and capacity building; and
* Provision of assistance or services as a last resort subject to access, security and availability of funding.;
* Disseminate information including emails, dashboards, bulletins etc on a regular basis and upload into the dedicated online system at Global level;
* Work closely and supervise the Cluster IMOs
* Coordination with national/local authorities, state institutions, local civil society and other relevant actors;
* Perform any other related duties as required.

***QUALIFICATIONS AND COMPETENCIES***• Degree-level qualification or equivalent. Preferably, the degree should be in a relevant field or discipline such as Food Security, Agriculture, geographic sciences, humanitarian affairs, political science or Communications although experience can replace qualifications.• Minimum of 5 years of experience – experience in humanitarian field in emergency context is preferred.• Willingness and ability to work in difficult environments, in often stressful time- critical situations and ability to perform in multi-cultural, multi-disciplinary context. Ability to take lead and prompt action, ensure neutrality and inclusiveness. • Ability to work fluently in English (in addition Ukrainian and/or Russian as desirable) is required in addition to good reporting capacities.• Cultural and Gender awareness and sensitivity. |
| key performance indicators |
| Expected Outputs: | Required Completion Date: |
| * Humanitarian coordination mechanisms established and maintained both at central Kyiv level and field level in the conflict affected eastern territories of Ukraine;
* Key humanitarian partners included;
* National/local authorities, state institutions, local civil society and other relevant actors coordinated;
* Participatory and community-based approaches ensured;
* Needs assessment and analysis undertaken;
* Application of appropriate standards ensured, including monitoring and reporting;
* Proper training and capacity building undertaken;
* End of Assignment Report and recommendations presented to respective supervisors.
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