



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

<b>Job title</b>	Donor Liaison Officer		
<b>Division/Department</b>	[.]		
<b>Programme/Project number</b>	[.]		
<b>Location</b>	[.]		
<b>Expected start date of assignment</b>	[.]	<b>Duration:</b>	Initial [.] month contract (extendable) or secondment from within FAO
<b>Reports to</b>	<b>Name:</b>	[.]	<b>Title:</b> [.]

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

Under the supervision of [.] the Donor Liaison Officer shall be responsible for liaison with donors in respect of assistance for the emergency, ensuring that donor reporting requirements are met and also for the maintenance of a database on multilateral (via FAO) and bilateral assistance provided. The Donor Liaison Officer will also have the main responsibility for the initial formulation of project/programme proposals for emergency assistance. The Donor Liaison Officer will be responsible for the following tasks:

1. Liaison with donors regarding contributions for emergency assistance including multilateral and bilateral assistance
2. In association with other ECLO staff, draft FAO project/programme proposals and agreements for the provision of emergency assistance
3. Draft project/programme reports for donors in accordance with FAO reporting obligations as specified in agreements
4. Advise the ECLO Coordinator of resources available and progress of new assistance, both multilateral and bilateral, on a regular basis
5. Provide input for ad hoc ECLO reports to donors, senior FAO management and for meetings
6. Liaise with Senior ECLO staff, DLIS and FAO media officers regarding press releases
7. Routinely monitor media/press statements on the emergency and advise senior ECLO staff as appropriate
8. Maintain a comprehensive database of multilateral and bilateral assistance provided for the emergency
9. Attend FAO-donor meetings as required
10. Produce a short report at the end of the assignment describing activities undertaken, identified strengths and weaknesses in the crisis response with recommendations to address any weaknesses identified

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<b>KEY PERFORMANCE INDICATORS</b>			
Expected outputs:		Required completion date:	
<b>REQUIRED COMPETENCIES</b>			
Academic qualifications			
Technical competencies and experience requirements			