



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

Job title	Logistics Support Officer		
Division/Department	[.]		
Programme/Project number	[.]		
Location	[.]		
Expected start date of assignment	[.]	Duration:	Initial [.] month contract (extendable) or secondment from FAO or WFP
Reports to	Name:	[.]	Title: [.]

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

Under the supervision of [.] the Logistics Support Officer shall be responsible for ensuring the timely delivery of the assistance provided through FAO in a locust emergency. The Logistics Support Officer will be responsible for the following tasks:

1. Liaise with other ECLO staff, especially the Procurement and Operations/Finance Officer and suppliers to ensure effective delivery and distribution of emergency equipment/supplies
2. Provide advice to ECLO Coordinator on appropriate delivery arrangements to meet required timelines
3. Monitor the progress towards delivery of equipment and supplies, and advise ECLO Coordinator of any issues
4. Ensure up to date records of progress with procurement and delivery are maintained
5. 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

Job title	Logistics Support Officer		
Division/Department	[.]		
Programme/Project number	[.]		
Location	[.]		
Expected start date of assignment	[.]	Duration: Initial [.] month contract (extendable) or secondment from FAO or WFP	
Reports to	Name:	[.]	Title: [.]
KEY PERFORMANCE INDICATORS			
Expected outputs:		Required completion date:	
REQUIRED COMPETENCIES			
Academic qualifications			
Technical competencies and experience requirements			