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<b>POSITION TITLE:</b>	<b>INSTITUTIONAL STRENGTHENING CONSULTANT</b>	<b>GRADE:</b>	
<b>LOCATION:</b>	<b>FAO REPRESENTATION IN LIBERIA</b>	<b>DURATION:</b>	<b>Six (6) months with possibility to extend</b>
<b>ORGANIZATIONAL UNIT:</b>		<b>TYPE OF CONTRACT</b>	<b>PSA</b>

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## DUTIES AND RESPONSIBILITIES

### 1. Context and justification

FAO is currently hosting two programmes, the FAO-EU FLEGT Programme and the Forest and Farm Facility (FFF), which support respectively sustainable and legal production of timber and wood products and the establishment and operations of small producer organizations.

The FAO-EU FLEGT provides technical support for capacity building, raising awareness and sharing information among government institutions, civil society and private sector organizations to strengthen forest governance and reduce illegal timber harvesting and production, under the framework of the EU FLEGT Action Plan and the Voluntary Partnership Agreement (VPA) between the government of Liberia and the European Union.

Moreover, FFF is also working to empower forest and farm producer organizations (smallholders, rural women's groups, local communities and indigenous peoples' institutions) to increase their technical and business capacities for improving their livelihoods and food security. In particular FFF is currently supporting the National Charcoal Union of Liberia (NACUL) to more proactively engage in policy dialogue and represent the interests of its constituency at the local and national level for sustainable forest management and improved livelihoods.

Likewise the FAO-EU FLEGT Programme has received a request from the Forest Development Authority (FDA) of Liberia to support an institutional assessment of the chain saw millers union of Liberia- LICSATDUN - which also represents the interests of this sector. The recently conducted assessment has identified gaps in the institution's capacity and resources, and formulated recommendations to strengthen the Union at the organizational and operational level in order to fulfil its mandate. The results of the assessment underscore a need for capacity development at all levels - organizational, human, technology systems, financial and processes.

Very similar needs have also been identified by the National Charcoal Union of Liberia through their current effort to organize county-wide charcoal associations. From this work it emerged that local charcoal producer organizations need capacity development to strengthen their internal governance.

Based on the recommendations presented in the institutional assessment report of the LICSATDUN and needs assessment of NACUL member associations, following an innovative cross-sectorial and inter-institutional approach, these two organizations are requesting the services of an experienced Institutional Strengthening Specialist to put these recommendations into practice and support both organizations to achieve their objectives, enhance the skills of their existing staff and improve their institutional structures and operations.

### 2. Objective of the Assignment

The objective of this assignment is to increase the capacity of NACUL and LICSATDUN to better organize and effectively represent the needs of their constituencies. The consultant will support NACUL and LICSATDUN to establish a solid and functional internal structure, based on codified set of processes and procedures. He/she will also assist NACUL and LICSATDUN to foster synergies with government and other private sector organizations and counterparts, as well as international donors and partner organizations.

### 3. Scope of the Assignment

The Consultant will:

- Accompany the Unions in daily activities to better understand their function, mandate and needs;
- Prioritize the institutional strengthening needs identified for LICSATDUN in the recent assessment, and identify needs for NACUL;
- Together with Union leaders and members identify membership objectives, outline realistic strategies, tools and a timeline for achieving their institutional capacity building objectives and refine strategic and operational plans;
- Assist the organizations to build the management team's capacity to perform general management tasks, including: development of operational procedures and manuals, tools for effective record keeping and planning, development of membership database, providing guidance for compliance with relevant regulations affecting their respective sectors;
- Help NACUL and LICSATDUN in formulating project(s) and seeking funding/grants to further their institutional needs;
- Support LICSATDUN to organize and prepare their members to respond to the national Chain saw Regulation requirements and Liberian

Legality Assurance System;

- Select and train trainers within NACUL and LICSATDUN for union extension work;
- Report on progresses and latest development regarding activities, observations and recommendations;
- Liaise with other partner organizations as necessary.

#### **1. Expected Outputs/deliverables**

The consultant will provide assistance in the development, coordination and delivery of institutional strengthening and capacity building activities for the two Unions.

More specifically, the consultant will deliver the following outputs:

- Capacity development and institutional strengthening plans prepared within the first month of agreement.
- Monthly reporting to FAO FFF and FAO-EU FLEGT Programme on progress.
- Report of meetings, focus group discussions, roundtables and all activities organized and attended at/for the two Unions
- Minutes of coordination meetings held with key stakeholders in the country (including FDA and other sector Unions and associations) presenting indications on next steps and any agreements made.
- Final report on the consultancy achievements, next steps and recommendations. Coordination and capacity development plan prepared within the first month of agreement.
- Travel within Liberia may occur during the recruitment period. The consultant, although based in NACUL's office, is expected to regularly visit LICSATDUN office and may travel within the country to visit members of both Unions for the purposes described in this assignment.

#### **2. Supervision and Responsibilities of the consultant**

The consultant shall report directly to the NACUL and LICSATDUN Directors for the enactment of technical day-to-day activities and to the FDA for technical guidance. The consultant will submit agreed deliverables to the FAO FFF (Ms. Sophie Grouwels, [sophie.grouwels@fao.org](mailto:sophie.grouwels@fao.org)) and FAO-EU FLEGT Programme (Ms. Daphne Hewitt, [daphne.hewitt@fao.org](mailto:daphne.hewitt@fao.org)).

#### **Desirable qualification and experience**

The consultant will have the following minimum qualifications and experience:

1. University degree and/or professional training in Forestry, Agriculture or other relevant subject. Advanced degree is an advantage;
2. Expertise in conducting institutional assessments, using gap analysis and other relevant tools, drafting and implementing capacity development plans at the organizational level is a strong asset;
3. Previous work experience (at least 5 years) supporting institutional strengthening among small producer organizations in Liberia is an absolute requirement;
4. Knowledge of Liberian chain sawing and charcoal sectors is a strong plus;
5. Familiarity with the Liberian VPA process, requirements and multi-stakeholder consultations modus operandi is an advantage;
6. Experience of liaising with international donors is a plus;
7. Good analytical and effective writing skills;
8. Excellent interpersonal communication and networking skills;
9. Effective trust building, professional integrity;
10. Fluency in English – both spoken and written.

#### **7. Application Procedures**

Interested candidates are invited to send their CVs and a cover letter, and copies of educational certificates in a sealed envelope clearly mentioning the position applied for on the top left corner of the envelope, no later than Monday, 11 August 2017 to the following address and copy to Ms. Cristiana Orlandi, [Cristiana.Orlandi@fao.org](mailto:Cristiana.Orlandi@fao.org), The consultancy assignment is meant to start as soon as possible.

The Representative  
Food and Agriculture Organization of the United Nations  
2<sup>nd</sup> Floor, H.G. Plaza  
Sekou Toure Avenue  
Monrovia, Liberia

OR  
Email: [FAO-LR@fao.org](mailto:FAO-LR@fao.org)

**Only shortlisted candidates will be contacted. FAO is an equal opportunity employer; qualified females are encouraged to apply.**