

**TERMS OF REFERENCE**  
**National Agriculture Cluster Coordinator**  
**OSRO/PAK/.../SAU**

Under the general guidance of the FAO Representative for Pakistan, the overall supervision of the International Senior Emergency Coordinator and under the direct supervision of Project Manager and in close cooperation and technical guidance from the technical services at TCE Headquarters, the Cluster Coordinator will provide daily support to FAO's overall efforts to lead the coordination of the agriculture cluster. In particular, the National Agriculture Cluster Coordinator will ensure the inclusion of active participation of government, UN agencies and international and national NGO partners in all cluster-related processes and ensure that the cluster functions in an open, transparent and strategic manner. In particular, the Agriculture Cluster Coordinator will carry out the following tasks:

- strengthen agriculture cluster coordination mechanism with Government authorities, donors and all relevant organizations involved in agriculture sector activities;
- provide required support to facilitate agriculture cluster meeting regularly in Islamabad and field level, and
- develop and maintain contacts at the appropriate level with the Government and its specialized agricultural institutions, and with the international community to promote exchange of information and coordination of agriculture cluster related issues;
- liaise with donors, the Government, other UN and NGOs, with a view to reach a common understanding on relief and medium-term developed needs and priorities for follow-up international response and funding;
- assist in the preparation of medium-term agriculture rehabilitation and recovery programme;
- assist in developing an intervention strategy on FAO's role in the needs assessment, urgent pilot support and rehabilitation, and early recovery efforts in Pakistan;
- ensure inclusion of key humanitarian partners for the agriculture cluster, respecting their respective mandates and programme priorities and ensure the complementarity of different humanitarian actors' actions;
- ensure that all decision-making processes, in particular those related to planning and resource allocations, are undertaken in a timely, transparent and inclusive manner;
- undertake contingency planning, in particular, with regard to maintaining updated information on cluster members, including contact information, capacities, areas of technical and operational expertise and geographical coverage
- promote emergency response actions while at the same time considering the need for early recovery planning as well as prevention and risk reduction concerns;
- plan, monitor and provide management support to the co-ordination of agricultural livelihood based interventions;
- represent FAO in interagency coordination meetings and agriculture and livelihood sector meetings in Islamabad and field level as required;
- perform any other duties as required.

**Duty Station:** Islamabad, with frequent travel to NWFP, subject to security clearance.

**Duration of assignment:** 3 months (probationary), with possibility of extension.

**Qualifications:**

- Master in Social/Agricultural Sciences.
- Proven technical ability with a minimum of seven years of relevant experience in coordination and liaising with organisations at both Provincial and National level.
- Experience or knowledge of the cluster system in Humanitarian context.
- Excellent communication and presentation skills.
- Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer).
- Full working knowledge of English and Urdu/Pashtu including excellent writing skills.
- Experience with United Nations or other international organizations preferred.
- Ability to work independently, to organize and coordinate work.

**Security:**

The incumbent must have completed UNDSS Security in the Field (Basic and Advanced) Course Certificates. Incumbent must be aware of security phase of country of assignment and understand the implications for his/her own security. As soon as s/he arrives at the duty station, through the FAO Representation or directly s/he must contact the designated UN security officer to be briefed on all the recommended security measures. In case this procedure is not properly applied, the incumbent may not be covered under the insurance.