# TERMS OF REFERENCE

**ANNEX I**

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| **UNITED NATIONS DEVELOPMENT PROGRAMME** |  |
| **TERMS OF REFERENCE** | |
| **CLUSTER: Nature, Climate and Energy** | |
| **A. GENERAL INFORMATION** | |
| **Title:** FACS Programme Support and Coordination Consultant and Conscious Food Systems Alliance (CoFSA ) Community Manager and Coordination Support  Project: SIDA Strategic Collaboration on Environment and Climate Change Project -Green Commodities Programme Phase II-  Project Award/output: 00124739/00120300- 00137801-00128105  Type of Contract: Individual Contract Duty Station: Home based  Estimated Start Date: 1st of March 2022. | |
| **B. PROJECT DESCRIPTION OR BACKGROUND** | |
| UNDP has developed its new Strategy for Food and Agricultural Commodity Systems (FACS) to focus its vision and enhance its support to transform FACS. FACS are fundamental to the sustainable development of the 170 countries UNDP supports. FACS are often the largest contributor to their economies; food and nutrition is fundamental for citizen health; and FACS have a key role to play in achieving the SDGs. Yet, FACS are in crisis and need to be radically transformed to become sustainable. UNDP, building on its experience, has for the first time consolidated its FACS support and vision into this Strategy.  The challenges and need for change related to FACS have been highlighted by a suite of reports1 by many research and international organizations and think tanks. The production practices and consumption patterns of food and agricultural commodities are taking these systems on an unsustainable trajectory with multiple impacts on human development, the environment and economies; from ecosystem degradation, conflicts over land and natural resources, reduced capacity and resilience to climate and other shocks, persistent poverty, food insecurity and related people displacement and migration, to malnutrition including overweight and obesity. There is a clear need to work in a systemic and integrated manner to transform the FACS towards sustainability. | |

1 Including: 201 9 F AO Stat e of World ’s Bio d iv ersity f or Food a nd Agric ultur e , IFPRI Global Food Policy Report - 2019, EAT Lancet Report - 2019, 2017 Global Land Outlook – UNCCD, The State of Food Security and Nutrition – 2018, 2018 Global Nutrition Report, IPBES Report on Pollinators, Pollination and Food Production (2016), WRI Report – Creating a Sustainable Food Future (2018), FSIN Global Report on Food Crises (2019), IPES-Food report “From Uniformity to Diversity” (2016), IPBES report on Land Degradation and Restoration (2018), the TEEB for Agriculture & Food report (2018), the IPBES Global Assessment Report on Biodiversity and Ecosystem Services (2019), the IPCC report on Climate Change and Land Use (2019), the Global Sustainable Development Report 2019, Swinburn BA, et al. 2019. The global syndemic of obesity, undernutrition, and climate change: The Lancet Commission report. The Lancet 393(10173):791-846 , https://[www.undp.org/content/undp/en/home/librarypage/hiv-aids/bigger-change-faster--.html,](http://www.undp.org/content/undp/en/home/librarypage/hiv-aids/bigger-change-faster--.html) https:/[/w](http://www.undp.org/content/undp/en/home/librarypage/hiv-aids/issue-brief---planetary-health.html)w[w.undp.org/content/undp/en/home/librarypage/hiv-aids/issue-brief---planetary-health.html,](http://www.undp.org/content/undp/en/home/librarypage/hiv-aids/issue-brief---planetary-health.html) etc.

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| UNDP´s Vision for FACS 2030 is, through partnerships, to transform food and agricultural commodity systems into **resilient; equitable; healthy, inclusive; environmentally, socially and economically sustainable systems**. Working on FACS will contribute to not only recovery from the COVID19 crisis, by creating sustainable and resilient livelihoods for many along the FAC supply chains, but also to preventing further zoonoses from emerging in the future. This will require a change in the current paradigm of agricultural production focusing on maximizing productivity to a new paradigm based on diversified agroecological systems which work simultaneously on achieving economic, environmental, social, and health outcomes; with smallholders as a key part of the solution in their role as the engine of economic development.  A FACS practice has been established within UNDP´s Nature, Climate and Energy team, which is tasked to support UNDP Country Offices with FACS related challenges in a way that is aligned with UNDP´s FACS strategy.  As part of its work on systems change, the FACS practice is developing the “Conscious Food Systems Alliance" (CoFSA) which aims to leverage the power of inner transformation to support systemic change in food systems. CoFSA is exploring the role of leading approaches such as mindfulness, somatic transformation, systems leadership, indigenous and feminine wisdom to help us reconnect with ourselves, each other and nature, in order to build the inner foundations – mindsets, values and skills – needed for systemic change.  UNDP established the Green Commodities Programme (GCP) in 2009 in recognition of the importance of global agricultural commodities and how they contribute to economical, social and environmental sustainability and the need to strengthen UNDP’s support and leadership in the field. GCP was initiated with seed funding from the UNDP and was tasked to evolve into a global programme supporting UNDP’s Strategic Plan, building on almost a decade of GEF supported projects mainstreaming ecosystem services into productive landscapes. GCP’s global targets, objectives and delivery strategies are based on inclusive and sustainable growth and development – combining governments and markets in agriculture through public private partnerships and democratic dialogue processes. GCP’s focus on strengthening the livelihoods of smallholder producers within commodity supply chains and reducing environmental footprints, particularly deforestation, through public private partnerships can be key for UNDP’s ambitions to reduce poverty, reduce deforestation and engage the private sector in SDGs.  The Green Commodities Programme (GCP) exists to improve the national economic, social and environmental performance of agricultural commodity sectors. GCP works within agricultural commodity production in countries of UNDP operation where the programme can have significant impact on rural livelihoods, mitigate climate change, and maintain the ecosystem services and resilience of landscapes and seascapes.  The GCP has pioneered the concept of National Commodity Platforms to help governments facilitate shared visions and actions for sustainable commodity production among key stakeholders. GCP operates in over 10 countries globally.  GCP is coordinating the Good Growth Partnership ( GGP) (GEF Integrated Approach Pilot (IAP) program, *Taking Deforestation out of Commodity Supply Chains*), an integrated “supply chain” approach to tackling the underlying root causes of deforestation from agriculture commodities, specifically beef, oil palm, and soy, which together account for nearly 70% of deforestation globally. The Good Growth Partnership (GGP) is being delivered through a multi-agency consortium including WWF, IFC, UNEP, and CI. The Program will provide support to production, generate responsible demand, support enabling transactions and foster adaptive management and learning through multiple child projects. UNDP GCP also is implementing the production project within the GGP which includes global support and activities in three target countries (Paraguay, Liberia and Indonesia). |
| **C. PURPOSE** |
| The Government of Sweden, through SIDA, has funded a four-year, USD$40m global Strategic Collaboration Programme designed to strengthen UNDP capacities to achieve its overall SD vision for poverty eradication through a more integrated, coherent approach to the environmental and climate dimensions of the UNDP Strategic Plan. Sida funds will be used to hire new staff and consultants in support of this vision.  In alignment with the goals of the Sida Programme.  The FACS Practice is looking to engage a consultant to assist in the following tasks:   1. Coordination among UNDP teams and other internal and external stakeholders 2. COFSA related Research and Resource Mobilization 3. COFSA team Internal and External Communications   The consultant will work closely with other UNDP FACS team members, other UNDP staff both at global and country office level, partners agencies focal points and donors. The consultant will report to the FACS Global Head. |
| **D. SCOPE OF WORK** |
| **The consultant will provide his/her support in the following areas:**  **50% FACS Team Coordinator:**   * Ensure effective implementation of coordination mechanisms among UNDP relevant teams; * Coordinate meetings including scheduling, agenda drafting, delivery, minute taking and report drafting; * Organize events and virtual workshops from planning to implementation; * Work closely with the Green Commodities Community Team to support the GCC’s broadening to cover UNDP FACS’ portfolio; * Coordination and support to co-design phase for the Country Food System Transformation Support Facility/Programme * Provide inputs to the annual planning processes.   **50% CoFSA Community Manager and Coordination Support:**  Coordination and Support:   * Support intern with meeting arrangements: including scheduling, agenda drafting, delivery, minute taking and report drafting; this will include CoFSA secretariat meetings and regular coordination calls, one on one meetings, and any other related calls. * Assist in organizing events and virtual workshops from planning to implementation. * Partner relationship building and management. * Support in partner outreach activities. * Support intern in maintaining a well-designed filling system on Google Drive. * Support the coordination and organization of CoFSA working groups and interventions teams. * Support integration of CoFSA in the FACS * Monitoring and Reporting   Support research and resource mobilization:   * Assist in researching possible donors and fundraising opportunities. * Assist in preparing and reviewing draft research reports, and donor oriented presentations and materials. * Provide support in concept notes and proposals writing as and when needed. * Develop case studies in relation with CoFSA partners * Conduct research on other key CoFSA issues.   Internal and External Communications   * Manage the communications with CoFSA partners and community including emails and the CoFSA Group (digital space) on Green Commodities Community, the bi-monthly newsletter to the COFSA community, etc. * Ensure the COFSA Webpage is kept up to date and active, posting relevant news and information on it. * Prepare other communication materials as needed. * Ensure flow of information and dissemination of materials amongst UN partners, agencies and donors, as relevant. * Assist in development of Logo and branding process for CoFSA. |

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| |  |  |  |  | | --- | --- | --- | --- | | **H. EXPECTED OUTPUTS/DELIVERABLES** | | | | | **Deliverable** | **% of Payment** | **Due Date** | **Review and Approval** *(Indicate the title of supervisor)* | | Deliverable 1: Report on **Updated database of the Initiative partners** | 10 | 31st March 2022 | FACS Global Head | | Deliverable 2: Report on **Case studies finalized** | 20 | 31st May 2022 | FACS Global Head | | Deliverable 3: Report on **Bi-monthly newsletters to the COFSA community** | 10 | 30th June 2022 | FACS Global Head | | Deliverable 4: Report on **Updated CoFSA webpage/website** | 10 | 31st July 2022 | FACS Global Head | | Deliverable 5: Report on **Updated database of partners with evidence of outreach efforts to expand database** | 10 | 31st August 2022 | FACS Global Head | | Deliverable 6: Progress report on **FACS Team Coordination Tasks** | 10 | 30th September 2022 | FACS Global Head | | Deliverable 7: Report on **Updated collaborative platform for COFSA partners/community in place** | 10 | 31st October 2022 | FACS Global Head | | Deliverable 8: Report on **2 quarterly reports to SIDA on COFSA** | 10 | 30th November 2022 | FACS Global Head | | Deliverable 9: Report on: **2 bi-monthly newsletters to the COFSA community** | 10 | 31st December 2022 | FACS Global Head | | **TOTAL** | **100%** |  |  | |
| **E. INSTITUTIONAL ARRANGEMENTS** |
| The consultant will be supervised by the UNDP FACS Global Head  The Consultant will be home based. The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment. |
| **F. DURATION** |
| The consultancy will be for 10 months. Start date will be 1 March 2022, ending on December 31st, 2022. |
| **G. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR** |
| **Education:**  A Masters’s degree in Economics, International Studies, Agriculture, Development studies, Environment Science or other related fields. Additional studies is an advantage.  **Experience:**   * At least 1-2 years of professional work experience in sustainable development project management support related functions (Planning, reporting, research). * Experience in coordination of projects/Initiatives with different partners/agencies/stakeholders involved. * At least 5 years of experience on multi-stakeholder engagement for sustainable development. * Experience in supporting projects and initiatives related to food systems and/or agricultural commodities * Knowledge/Experience in working with Mindfulness/Consciousness Initiative is an advantage * Experience with UNDP and/or other UN organizations.   **Languages:**   * Excellent command of the English language is essential (Pass/Fail) * Working knowledge of Spanish/French is an asset. |