

Annex 4

Sample terms of reference for individual team members

FAO Economist

Duties and Responsibilities

Under the overall supervision of the Chief, Global Information and Early Warning Service (ESTG) and the direction of the mission team leaders, and in close collaboration with all other CFSAM team members, the expert will:

- consult with government officials, UN and bilateral agencies, and NGOs on the current food supply situation in the country;
- briefly review the macro-economic position of the country, examining available current information on various parameters affecting the food supply, agriculture and employment situation. These include, but are not limited to, balance of payments, relative prices of inputs and outputs, exchange rates, interest rates, unemployment and wage rates;
- examine available information on the structure, conduct and performance of domestic markets including market integration, seasonal price behaviour and government market policy, and collect additional, complementary data on the functioning of domestic markets through interviews and observations;
- investigate the structure and functioning of import and export markets for food and agricultural products, the quantities of cereals and pulses imported commercially, and the quantities of cereals, pulses and other key export-earning commodities exported, including unregistered cross-border trade;
- contribute to the preparation of a multi-disciplinary interview guide/recording format for use by CFSAM field teams, the orientation training of those teams prior to the field visits, and the selection of the areas and sites to be visited;
- participate in visits to selected sites within the crisis-affected area(s) to observe conditions and collect additional data and, where necessary, make additional visits separately to key market centres in other areas;
- review and collate available information on population in different parts of the country and make a projection to the mid-200# marketing year;
- prepare a detailed supply/demand balance for staple foods for the coming marketing year, including requirements for consumption and other uses; on-farm, government and commercial stocks; expected commercial imports and hence any unmet import requirement, including food aid, at national level [and, where appropriate, at sub-national/ zonal levels];
- based on the post-harvest crop estimates revise the previous year's grain supply/demand balance;

- together with the WFP team members, identify areas/populations facing food shortages and analyse the appropriateness of different possible food-security assistance response options (including food aid and non-food responses);
- support the team leaders in briefing government officials, donor representatives and other agencies on the work and findings of the mission;
- prepare relevant sections of the mission report and contribute to the preparation of the overall, consolidated technical report on findings and recommendations.

Qualifications and Experience

Advanced university degree in agricultural economics or economics (M.Sc. or Ph.D. or equivalent advanced post-graduate degree) with substantial experience in food supply assessment and good analytical and drafting skills. Work experience in the region desirable.

Duration

The assignment will be for a period of [about four to five] weeks.

FAO Agronomist

Duties and Responsibilities

Under the overall supervision of the Chief, Global Information and Early Warning Service (ESTG) and the direction of the mission team leaders, and in close collaboration with all other CFSAM team members, the expert will:

- consult with government officials, UN and bilateral agencies, and NGOs on the current food production and agriculture situation in the country;
- examine available remote-sensing data and satellite imagery and rainfall estimates;
- contribute to the preparation of a multi-disciplinary interview guide/recording format for use by CFSAM field teams, the orientation training of those teams prior to the field visits, and the selection of the areas and sites to be visited;
- travel with other team members to the crisis-affected areas and, separately, to the main producing areas to observe conditions and interview farmers, agricultural officials and other key informants;
- identify the main factors that affected planting and the development of crops during the current season (taking into account weather conditions, availability of inputs, the impact of the conflict, pest and diseases, etc.);
- review the agricultural data generation processes in the country and identify the causes of any differences in estimates from different sources and any biases that influence particular data;
- on the basis of available data and through direct observations and interviews during field visits, prepare estimates for cropped areas, yields and total production of cereals and other major food (and cash) crops for the current season and forecasts for the secondary season (if any) within the coming marketing year;

- provide estimates of aggregate production of each of the main staple foods for inclusion in the national staple food balance sheet [and, where appropriate, sub-national/zonal balance sheets];
- identify surplus and deficit zones and how the sizes of the estimated surpluses or deficits compare with recent years;
- review the post-harvest assessment of the previous year's crop and analyse changes observed, if any;
- appraise the state of livestock and the contribution of livestock and livestock products to the overall food supply situation and household food security of specific population groups;
- draft relevant sections of the mission report and contribute to the preparation of the overall mission report and recommendations;
- support the team leaders in debriefing relevant government authorities, donor representatives and other agencies on the work and the findings of the mission;

Qualifications and Experience

Advanced university degree in agronomy (M.Sc. or Ph.D. or equivalent advanced post-graduate degree); substantial experience in crop assessment. Work experience in the region desirable.

Duration

The assignment will be for a period of [about four to five] weeks.

WFP Food Security Specialist

Under the direction of the mission team leaders, in close collaboration with the other mission members and under the general supervision of the WFP Regional Director, the expert will:

- Critically review all available information on the food security situation at household level - including, but not limited to, the findings of recent assessments and food aid monitoring reports - giving particular attention to the methods used to collect and analyse the data;
- Examine available market data (including spot and trend price analyses, market linkages, etc.) and the implications for household food security among the various population groups affected by the crisis;
- Review available data on the nutrition situation (including data from nutrition surveys and surveillance), identify the nature and distribution of reported nutritional problems, and examine the probable linkages with the food security situation and other factors;
- Contribute to the preparation of a multi-disciplinary interview guide/recording format for use by CFSAM field teams, the orientation training of those teams prior to the field visits, and the selection of the areas and sites to be visited;

- Participate in visits to selected sites within the crisis-affected area(s) to observe conditions and collect additional data from key informants and a small sample of households in order to cross-check and complement the data available from other sources;
- Based on an analysis of household food access taking account of, in particular, changes in food sources, income sources, market conditions and prices, terms of trade, essential non-food expenditures, coping strategies (including dangers of asset depletion) and indicators of food consumption:
 - identify and geographically locate the population sub-groups (both urban and rural) that are experiencing severe or moderate food insecurity, or are at risk of losing physical or economic access to adequate food;
 - distinguish, as much as possible, between chronic food insecurity and transitory food insecurity that is directly or indirectly attributable to the emergency situation; and
 - define the profiles of the groups and individuals in need of food security assistance according to their socio-economic status, gender, etc. Give particular attention to the situation of marginal income earners.
- Review government policies, the nature and effectiveness of the responses of the government and other organizations to the present food security crisis, and the capacities of the government and others to address the food security problems in the coming year:
- Review the past, ongoing and planned food aid interventions of WFP and other food aid donors and highlight critical issues in the light of recent experience.
- In collaboration with the FAO economist and WFP socio-economist:
 - identify and geographically locate the population sub-groups (both urban and rural) that are experiencing severe or moderate food insecurity, or are at risk of losing physical or economic access to adequate food;
 - analyse the advantages and disadvantages of food aid and non-food (e.g. cash, vouchers or other non-food transfer) responses as means to address the observed food insecurity and nutrition problems. This includes examining relative advantages, cost effectiveness, benefits for the beneficiaries, and possible negative effects on local food production and markets;
 - evaluate possible targeting mechanisms, identify the relative advantages and constraints of the available options and assess local implementation capacities; *and*
 - indicate possibilities for local/regional purchases of food aid commodities, where appropriate, and how food distributions can make use of and support local supply, logistic and trade structures
- Draft relevant sections of the mission report and contribute to the preparation of the overall mission report and recommendations;
- Support the team leaders in briefing government officials, donor representatives and other agencies on the work and findings of the mission.

WFP Socio-Economist

Under the direction of the mission team leaders, in close collaboration with the other mission members and under the general supervision of the WFP Regional Director, the expert will:

- Analyse the background/pre-crisis and current information on the degree of dependence of socio-economic groups on food markets and the effects on household food security of changes in: prices, market functioning, income, as well as social status and gender;
- Work in close collaboration with the FAO Economist on the review/analysis of the macro-economic situation of the country and complement it by examining available information on the structure, functioning and capacity of local markets including prices in different regions, trade flows, etc.
- Assess local transport problems and accessibility of local markets for traders and consumers, keeping seasonal variations in mind;
- Estimate current household food stocks and local storage capacities of households, traders, organizations working in the area;
- Examine ways of ensuring that the affected population groups have access to adequate food (i.e. consider possibilities for Food For Work, Food For Training, School Feeding, etc.) and identify the most appropriate and feasible response option(s) which may include food and/or non-food transfers. If appropriate, also consider proposing market-based response options;
- Assess how government social support systems have been affected (e.g. pensions, safety-net programmes), the effectiveness of those systems, and how they may need to be supplemented. In addition, examine the scope of current mechanism(s) of delivering food-security assistance, including food and/or non-food responses;
- Determine potential effects of food or cash transfers on markets;
- Contribute to the preparation of a multi-disciplinary interview guide/recording format for use by CFSAM field teams, the orientation training of those teams prior to the field visits, and the selection of the areas and sites to be visited;
- Participate in visits to selected sites within the crisis-affected area(s) to observe conditions and collect additional data from key informants and a small sample of households in order to cross-check and complement the data available from other sources;
- Draft relevant sections of the mission report and contribute to the preparation of the overall mission report and recommendations;
- Support the team leaders in briefing government officials, donor representatives and other agencies on the work and findings of the mission.