

# Jobs at FAO

## Job Description

2202029

## Evaluation Officer (FAO Decentralized Offices)

Posting Date 20/Jul/2022

Closure Date 10/Aug/2022, 11:59:00 PM

Organizational Unit: Regional Office for Europe and Central Asia (REU)

Job Type Staff position

Type of Requisition: Professional Project

Grade Level: P-4

Primary Location Hungary-Budapest

Duration: Fixed-term: one year with possibility of extension

Post Number: 2009168

CCOG Code: 1A02

IMPORTANT NOTICE: Please note that Closure Date and Time displayed above are based on date and time settings of your personal device  
*The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments*

- **FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture**
- **Qualified female applicants, qualified nationals of non-and under-represented Members and persons with disabilities are encouraged to apply**
- **Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values**
- **FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination**
- **All selected candidates will undergo rigorous reference and background checks**
- **All applications will be treated with the strictest confidentiality**
- **FAO staff are subject to the authority of the Director-General, who may assign them to any of the activities or offices of the Organization.**

The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to MORE efficient, inclusive, resilient and sustainable agrifood systems, for *better production, better nutrition, a better environment, and a better life*, leaving no one behind.

### Organizational Setting

The Regional Office for Europe and Central Asia (REU) is responsible for leading FAO's response to regional priorities for food security, agriculture and rural development through the identification, planning and implementation of FAO's priority activities in the region. It ensures a multidisciplinary approach to programmes, identifies priority areas of action for the Organization in the Region and, in collaboration with divisions and offices at headquarters, develops, promotes and oversees FAO's strategic response to regional priorities. REU also advises on the incorporation of regional priorities into the Organization's Programme of Work and Budget and implements approved programmes and projects in the region, monitors the level of programme implementation and draws attention to problems and deficiencies. REU develops and maintains relations with region-wide institutions including the Regional Economic Integration Organizations (REIOs).

The Regional Office supports regional policy dialogue on food security, agriculture and rural development issues, facilitates the emergence of regional partnerships, and supports capacity development and resource mobilization for food security, agriculture and rural development in the region.

The FAO evaluation function, led by the Office of Evaluation (OED), provides FAO, national partners and key stakeholders with relevant and applicable evidence for decision-making and learning to promote the 2030 agenda and implementing FAO's Strategic Framework, in line with the Sustainable Development principle of 'leaving no one behind'. The function plays a central role in promoting corporate learning and accountability to the stakeholders by enhancing results-based management and evidence-based assessment of FAO's organizational and programmatic performance, as well as achievements against the objectives set in its Strategic Framework, through knowledge management and transparent feedback mechanisms aiming to improve current and future policies, strategies, programmes, projects, and processes.

The main function of the Office of Evaluation is to plan, coordinate, conduct and disseminate the results of evaluations that are relevant, useful and credible. It promotes the use of evaluation at all levels of the organization, and more generally, a corporate culture of accountability and learning. It provides guidance and support for all evaluation activities within the Organization, including support to the decentralized evaluation system.

Many UN Agencies have moved to various degrees towards the decentralization of part of their evaluation portfolio, with the aim of enhancing learning through evidence-base in the organizations. Starting in June 2021, concentrated efforts for decentralization went into effect, with OED implementing a series of measures to support successful implementation. One of these measures is the recruitment of Evaluation Officers, with duty-station in each of FAO's five regional offices, and directly reporting to the regional office senior management. These Evaluation Officers in decentralized offices are responsible for managing the decentralized final project evaluations portfolio in their respective regions, following UNEG standard Norms and Guidelines, and under technical guidance from the OED Decentralization Support team. They are also responsible, in collaboration with OED and the

regional office senior management, to contribute to building evaluation capacities in the region and enhancing the evaluation culture within the organization.

The post is located in the Regional Office for Europe and Central Asia (REU) based in Budapest, Hungary.

### Reporting Lines

The Evaluation Officer (FAO Decentralized Offices) reports to the Senior Field Programme Officer, REU under the technical and policy guidance of the Office of Evaluation (OED).

### Technical Focus

Thematic and programme evaluations, decentralized evaluations, use of evaluation results, evaluation capacity development.

### Key Results

Increased results accountability and lessons learning at the corporate and unit level.

### Key Functions

- Plans, designs and manages decentralized evaluations ensuring submission of reports according to deadlines;
- Conducts quality control or assure decentralized evaluations;
- Takes measures to enhance the utilization as well as the ownership of evaluations in Decentralized Offices;
- Participates in developing, enhancing and testing evaluation methodologies, determining their applicability in different contexts, and keeps abreast of latest developments;
- Liaises with technical and operational divisions and offices to enhance the planning, design and utilization of decentralized evaluations;
- Manages post-evaluation communications, including lessons from evaluations, making them available to various stakeholders;
- Performs other duties as required.

### Specific Functions

Decentralized Evaluations planning, coordination and management:

- Reviews and agrees, in collaboration with OED, on evaluation plans and timelines for the completion of decentralized evaluations.
- Liaises with relevant country offices on the process, timelines, completion and launch of each decentralized evaluation.
- Coordinates and monitors the overall implementation of evaluation plans and reports to the regional senior management team and OED accordingly.
- Ensures budget and needed resources availability for each decentralized evaluation.
- Reviews relevant background documentation and liaises with project key informants to develop evaluation terms of reference (ToRs), including evaluation design and methodology.
- Identifies the evaluation team and launches their recruitment, in line with FAO processes and procedures.
- Applies OED evaluation policies, guidance and standards, and ensures Quality Assurance of evaluations by review and quality check of all deliverables of the evaluation team, including inception report, draft and final evaluation report.
- Oversees the completion of management response and dissemination of decentralized evaluation reports.

Communication, outreach and capacity development:

- Identifies, along with Country Office evaluation focal points and Regional Office representatives and in coordination with programme, strategic analysis and knowledge management teams, opportunities for communication and dissemination of relevant evaluation results.
- Organizes communication and knowledge sharing events in the region to promote use of evaluation results, in collaboration with the regional knowledge management teams.
- Gathers information on main lessons and recommendations for different topics and shares them with all concerned stakeholders, either through webinars or specific presentations or syntheses.
- Contributes to the development and implementation of capacity building activities for evaluation focal points and other FAO actors involved in evaluation processes in the region.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in evaluation, agriculture, social and economic development or related fields.
- Seven years of relevant experience in conducting and managing development evaluations at the global, regional or country levels.
- Working knowledge (proficient - level C) of English and limited knowledge (intermediate - level B) of another official FAO language (Arabic, Chinese, French, Russian or Spanish).

### Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions.
- Extent and relevance of experience in designing, planning, leading and conducting development evaluations.
- Demonstrated knowledge and experience in using evaluation methodologies and managing evaluation processes.
- Sound understanding of the functioning of United Nations (UN) agencies and the UN system is considered a strong asset.
- Previous experience with decentralization of the evaluation function in a UN organization is desirable.
- Analytical skills and ability to write clear and concise reports in English.

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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## GENERAL INFORMATION

- FAO reserves the right not to make an appointment
- Extension of fixed term appointments is based on certification of performance and availability of funds
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

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## CONDITIONS OF SERVICE

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

Other benefits, subject to eligibility, include:

- Dependency allowances
- Rental subsidy
- Education grant for children
- Home leave travel
- 30 working days of annual leave per year
- Pension fund entitlements under the UN Joint Staff Pension Fund
- International health insurance; optional life insurance
- Disability protection

FAO encourages a positive workplace culture to increase inclusivity and diversity within its workforce. FAO applies measures in which all staff members contribute equally and in full to the work and development of the Organization. This includes:

- elements of family-friendly policies
- flexible working arrangements
- standards of conduct

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## HOW TO APPLY

- To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications and language skills;
- Candidates are requested to attach a letter of motivation to the online profile;
- Once your profile is completed, please apply and submit your application;
- Your application will be screened based on the information provided on your online profile;
- Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications;
- Incomplete applications will not be considered;
- Personal information provided on your application may be shared within FAO and with other companies acting on FAO's behalf to provide employment support services such as pre-screening of applications, assessment tests, background checks and other related services. You will be asked to provide your consent before submitting your application. You may withdraw consent at any time, by withdrawing your application, in such case FAO will no longer be able to consider your application
- Only applications received through the FAO recruitment portal will be considered;
- Your application will be screened based on the information provided in your online profile
- We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [Careers@fao.org](mailto:Careers@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**