

TERMS OF REFERENCE FOR SHORT-TERM/CONSULTANCY CONTRACTS

JOB TITLE:	Programme Volunteer, Sustainable Food Systems Unit
TYPE OF CONTRACT:	WFP Volunteer
UNIT/DIVISION:	Programme
DUTY STATION (City, Country):	La Habana, Cuba Country Office
DURATION:	6 months

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

The World Food Programme (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies, and working with communities to improve nutrition and build resilience.

The world is currently facing one of the most severe food crises triggered by the socio-economic impact of COVID-19 and the international conflicts. The Latin-American region is particularly impacted by climate crisis, migration, inflation, debt, and high food prices. The deterioration of food security is a serious concern for WFP considering its role in supporting Government to guarantee food security of the most vulnerable population.

Cuba is suffering its most severe socio-economic crisis in the last 30 years, threatening the food security of Cuban population, especially vulnerable groups. As a result, FSN remained a high priority for the Government, as outlined in its National Plan for Economic and Social Development through 2030.

In addition to the structural challenges, the economic and financial situation of the country has been strongly impacted by the cumulative effects of the embargo, COVID-19, and the effect of the monetary reform, all combined resulting in an increase in prices. The ripple effects of the Ukrainian and Russian conflict are likely to exacerbate the island's current difficulties. Venezuela's economic recession also affects the oil supply to Cuba, causing negative impacts on energy, transport, and a lower economic output in general.

Considering the challenging FSN context, WFP supported the Government in increasing local food systems' resilience throughout the Country Strategic Plan which covers the period (July 2021- December 2024). Working towards Sustainable Development Goals 2 (Zero Hunger), 5 (Gender equality), and 17 (Global partnership), strategic outcome 1 aims at maintaining access to food for shock-affected populations during and in the aftermath of a disaster, including the response to the COVID-19 emergency; and strategic outcome 2 aims at improving the nutrition status of vulnerable groups. Strategic outcome 3 supports local food systems in providing food supply to social protection programmes with a particular focus on school feeding and community canteens, while strategic outcome 4 aims at strengthening national and local capacities to contribute to a more comprehensive national approach to food security and nutrition.

WFP is making significant efforts, along with local partners, to promote the improvement of the Food and Nutrition Security through the promotion of sustainable food systems, using resilient models where local productions are directly supplied to the social protection programs, and local actors are strengthened through collaboration projects. To support that area, WFP Cuba is currently seeking for

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a Programme Assistant Volunteer under the supervision of the National Programme Officer of the Sustainable Food Systems Unit in its Havana Office. It is expected that this volunteer supports the Programme Officer and the Programme Area in the different projects, contributing to achieving the goals of the Sustainable Food Systems area.

The Volunteer Programme with Korean Universities offers special opportunities both for the Korean volunteer and the Cuba Country Office, as the area of Sustainable Food Systems is currently leading the project "Strengthening the resilience of the local food system to natural disasters and climate change with a nutritional approach for supplying social protection programmes" ("Actúa Diferente"), implemented by WFP in five eastern provinces of Cuba in collaboration with several national agencies led by the Ministry of Agriculture, and financed by the Korea International Cooperation Agency (KOICA). Its objectives are to support local food production in 5 municipalities (Manatí, Jiguaní, Urbano Noris, Guamá and Niceto Pérez), strengthen the resilience of food systems to natural disasters and climate change, promote the direct and nutritionally focused supply of local farmers to social protection programs, as well as improve the efficiency, sustainability, and nutritional orientation of these programs. The intervention will support the strategic effects of the WFP Strategic Plan 2022 - 2025, the national food and nutritional security priorities established by the Cuban government in the Economic and Social Development Plan to 2023 and will strengthen the Municipal Self-Supply Program, which aims to enhance local production and reduce food imports, as a platform to contribute to food and nutritional security at the local level.

ACCOUNTABILITIES/RESPONSIBILITIES:

Under the direct supervision of the National Program Officer on Sustainable Food Systems, in liaison and collaboration with other WFP units as appropriate, the Programme Assistant Volunteer will be responsible for the following duties:

Within the Sustainable Food Systems Unit, with special focus on the project "Actúa Diferente":

1. Conduct thorough and timely data recording within the technical area of activity (e.g., food security and vulnerability analysis), applying corporate standards and guidelines.
2. Systematization of processes and results of interest in food systems and generation of communication materials for different audiences.
3. Keep updated evidence records of the actions in the territories: graphic evidence, activity reports, and visibility materials.
4. Adjustment and improvement of the beneficiary database, training in its use and consolidation of data. Upon request, provide reports based on this data.
5. Upon request, participate in the review of documents, reports, and other interchange materials between

Other accountabilities within the Sustainable Food Systems Unit:

6. Participate in projects committees when requested and elaboration of proceedings of project committee meetings and other events.
7. Provide inputs to the Communications Area, on the ongoing actions developed at the Sustainable Food Systems Unit and the Program Area.
8. Support the editing and translation of products elaborated by Program Area focused on key activities and processes, best practices, innovation, and lessons learned, etc.
9. Assist the Program area in the development of concept notes and project proposals.

In addition to the listed tasks above, the volunteer may be requested to carry out other related tasks that could arise in the CO.

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The volunteer work plan will include tasks from the Program Area. The volunteer will discuss this work plan with the National Program Officer of the Sustainable Food Systems Unit under the overall coordination of the Head of Programme. Therefore, the volunteer will report the accomplishment of duties to both supervisors, but the primary level of supervision will lay with the National Program Officer. Each month, the volunteer will check her/his priorities with the main supervisor. The National Program Officer of the Sustainable Food Systems Unit will elaborate the final volunteer performance evaluation.

WFP LEADERSHIP FRAMEWORK: COMMON STANDARDS OF BEHAVIOUR:

Leads by Example with Integrity	Upholds WFP values, principles, and standards Demonstrates and encourages others to uphold the WFP values, principles and standards	Respects others and values diversity Values diversity using respectful and inclusive language, and encourages others to do the same	Stays focused and calm under pressure Stays focused and calm when under pressure and encourages others to do the same	Demonstrates humility and a willingness to learn Shows humility and a willingness to learn and share knowledge, frequently seeking and acting on feedback, and taking up opportunities to develop
Drives Results and Delivers on Commitments	Delivers results for maximum impact Holds self and/or others accountable for the delivery of results	Delegates appropriately Delivers results against delegated tasks and seeks guidance and support where needed	Adapts readily to change Responds readily to change adjusting work as needed	
Fosters Inclusive and Collaborative	Is inclusive and collaborative Promotes inclusive teamwork and psychological safety by sharing ideas and openly raising issues	Gives timely and constructive feedback Supports development for others by giving timely and constructive feedback	Builds and shares new perspectives Listens attentively to others to capture, learn, build and share new perspectives	
Applies Strategic Thinking	Communicates and fulfils WFP's vision Fulfils WFP's vision and is able to explain how their objectives support the vision	Embraces curiosity and new ways of doing things Demonstrates curiosity, and proposes new ways of doing things when relevant	Analyses and evaluates data Gathers data and shares knowledge to inform team decision making	Considers the impact of decisions Implements decisions and asks questions to understand the impact for wider objectives

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Builds and Maintains Sustainable Partnerships	Builds partnerships Builds partnerships by seeking out opportunities to work with others	Collaborates to deliver common objectives Collaborates with partners by sharing information and working together to deliver common goals		
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FUNCTIONAL CAPABILITIES:

Capability Name	Description of the behaviour expected for the proficiency level
Programme Lifecycle & Food Assistance	Demonstrates ability to identify key variables and contextual factors that affect food assistance problems and programmes throughout the lifecycle to inform quality programme design or re-design.
Transfer Modalities (Food, Cash, Voucher)	Demonstrates ability to analyze and consolidate quantitative and qualitative information from various sources (e.g., market studies) to inform transfer modality selection and programme development.
Broad Knowledge of Specialized areas (i.e. Nutrition, VAM, etc.)	Demonstrates the ability to interpret basic data in the context of WFP specialized fields to contribute to technical programme design, implementation, and monitoring.
Emergency Programming	Displays capacity to provide inputs into the development, implementation, and realignment of high-quality emergency programmes.
Strategic Policy Engagement w/ Government	Develops thorough recommendations using multiple inputs (e.g., government counsel, research, own experience) to strengthen national or subnational entities and government owned food and nutrition security programmes.

QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: Advanced University degree in one or more of the following disciplines: development studies, economics, agronomy, environmental sciences, social studies or other related field, or First University degree with additional years of relevant work experience and/or training/courses.

Experience: Experience, with focus on project implementation.

Experience in a field of work, with a background and great interest in international humanitarian development.

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Knowledge of project cycle approach.

Previous experience with UN development or humanitarian work is an asset.

**Knowledge
& Skills:**

- Strong writing skills and ability to synthesize and analyze information in English and Spanish.
- Good interpersonal and intercultural skills, an excellent team player able to work effectively in a multicultural environment.
- Organized, able to work autonomously and implement an action plan.
- Proficiency in Windows, MS Office (Word, Excel, PowerPoint, Outlook, MS Access)
- Ability to work collaboratively with colleagues to achieve organizational goals Ability to speak and write clearly and effectively.
- Effective communication skills required to give and receive information and work with a variety of individuals.
- Ability to develop clear goals that are consistent with agreed strategies.

Languages: Fluency in oral and written English and Korean. Intermediate knowledge of Spanish

Certified by Hiring Manager (name/title) & signature):

..... **Date:**

Accepted by Short-term/Consultancy contract holder (name & signature):

..... **Date:**