



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Conditions governing the appointment of FAO National Correspondents (NC) **(for countries where FAO is represented by the UNDP Resident Representative)**

1. Introduction

In order to further strengthen the cooperation and level of communication with its Member Nations where it has not been possible to establish an office, the Organization has established a scheme of National Correspondents. Under this scheme, suitable national professionals are entrusted with liaison functions in order to assist the UNDP Resident Representative (UNDP RR) in carrying out activities on behalf of FAO. The Scheme is coordinated at FAO Headquarters in Rome, by the Office of Support to Decentralization (OSD) that will be responsible for the establishment of new NC positions, and implemented by the Regional Offices, that will be responsible for the selection, recruitment, evaluation and extension of NCs.

2. Functions

The main function of the National Correspondent will be to facilitate a more direct and responsive presence of FAO in the country and perform a number of functions in support of FAO's activities with particular reference to the identification, formulation and implementation of FAO's programmes and projects. A full description of the responsibilities of the National Correspondent is provided in the attached Terms of Reference (Annex I).

During his/her tenure, the National Correspondent will enjoy access to key Governmental and agricultural sector officials and will be allowed to maintain direct correspondence with the Organization and to onforward official correspondence on behalf of the Organization, keeping the UNDP RR fully informed.

3. Profile

The FAO National Correspondent should be an experienced professional civil servant with an experience of at least 10 years. He/she should preferably have a post graduate degree in agriculture, public administration or a related development field with a solid proven knowledge of the agricultural (and/or forestry and fisheries) and food production sectors. He/she should be able to operate through established channels, in the mutual interest of the country and the Organization, using tact and benefiting from his/her local knowledge. He/she must be able to communicate accurately and concisely in the official UN language applicable for the country. He/she must also be able to establish and maintain good working relations with people of different national or cultural backgrounds.

4. Selection procedure

The government will provide to FAO, through the UNDP RR, the *curricula vitae* of three suitably qualified candidates, who meet, as far as possible, the Profile described above. FAO will then select the best candidate in accordance with established procedures, and will inform the Government of its choice through the UNDP RR.

5. Appointment

The appointment of an FAO National Correspondent will be for an initial period of three months. Subject to satisfactory performance of the selected candidate, his/her contract will be extended to one year renewable. It is also understood that the person selected may not necessarily have to leave his/her present position, as he/she may indeed only spend a fraction of his/her time on FAO activities. In the event that the National Correspondent's duties are full time, the Government will ensure and confirm that the person selected will retain his/her employment status, including salary, medical and social benefits and seniority benefits, and that the person will be guaranteed the right to return to an adequate position in the civil service at the conclusion of his/her duties as FAO National Correspondent.

The accredited UNDP RR will report to the RO, three months after the FAO National Correspondent's assumption of duties, on his/her initial orientation and performance. Subsequent performance evaluations by the UNDP RR will be provided annually to the RO at least one month before the expiration of the contract.

6. Contract

The FAO National Correspondent will be employed through a Personal Services Agreement (PSA) under the provisions of FAO Administrative Manual. He/she shall be considered as having the legal status of an independent contractor and shall not be considered in any respect to be a staff member of FAO.

7. Remuneration

In consideration of services rendered, the FAO National Correspondent will receive a payment from FAO, the rate of which will be determined based on the time actually spent on FAO activities, and based on his/her present salary with the Government. In a case where the National Correspondent spends 30% of his/her time on FAO activities, the monthly payment would equal 30% of the net local salary, and so on. The level of monthly payment, which will remain within a ceiling established by the Organization, will be confirmed in the contractual agreement. As noted under section 5, the National Correspondent would continue to receive all salary and entitlements from the Government, and would not lose seniority benefits as a result of the association with FAO.

8. Operational expenses

While the Government will provide to the National Correspondent complete office facilities, including access to communication means, the Organization will make available some funds to cover operational expenses such as communications, transport, support services, etc. FAO will also provide equipment such as computer hardware and software, as well as an electronic mail link (where possible) to facilitate communications with the UNDP country office and with relevant FAO offices, including Headquarters. FAO shall retain ownership of this equipment which will be for the use of the National Correspondent.

9. Working hours

Working hours, holidays and leave entitlements will be the same as those applicable to the civil service of the country; as National Correspondents are not necessarily on full-time assignment, the same conditions will apply *mutatis mutandis* to part-time National Correspondents.

10. Travel

The FAO National Correspondent must be free to travel to the FAO Subregional and Regional Offices and Headquarters as required, and to accompany and assist FAO personnel when on official travel to the country.

11. Privileges and immunities

To the extent that it is not already bound to do so, the Government agrees to apply to FAO, its staff, funds, property and assets, as well as the to activities carried out by the FAO National Correspondent under the attached Terms of Reference, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies.

12. Legal claims

The Government undertakes to deal with any claim brought against FAO in connection with the FAO National Correspondent's activities described in the Terms of Reference and to hold FAO harmless in respect of any such claims.