1. Represent and advocate the work of the Organization
   1. FAO activities are promoted through advocacy and representational functions, e.g. attendance to all important local meetings, events and functions and regular contacts with government counterparts and other stakeholders (by level e.g. technical vs political level, and frequency). Assistance provided as necessary for WFD and national event attended.
   2. Communication strategy or plan in place by (date) and/ or kept up to date.FAO’s activities in the country are adequately reflected in local media, with a minimum of X articles, stories, etc. per month/quarter/etc. (SOMI requirements are the minimum). Key stakeholders (each FAOR to define who these are in the respective country) regularly informed of FAO news and important activities.
   3. Ensured FAO’s participation in the various UNCT activities and UNDAF preparation and implementation (active, medium or limited participation)[[1]](#footnote-1)
   4. Partnerships established and/or maintained to support FAO’s activities (FAOR should identify purpose and relevance of planned partnerships – State and non-state actors, UN and other International Organizations and resource partners that s/he plans on developing or continuing partnerships with).
2. Develop and operationalize the CPF, in line with FAO strategic framework
   1. CPF developed or revised in accordance with the established procedures Regional Initiatives and SPs to ensure its relevance and feasibility, as applicable.
   2. All approved programmes / projects at the country level contribute directly to achieving CPF output targets.
3. Mobilize resources to support the operationalization of the CPF
   1. Effective relationships/interactions maintained with local partners (type – formal/ informal and frequency). Regional Office and/or TCS consulted/involved for other partners (type of resource partners for which consultation needs to occur).
   2. FAO or UN Joint Resource Mobilization Strategy or action plan available by (date) and maintained up to date. Annual CPF RM targets set, monitored and reported on in the AR[[2]](#footnote-2).
4. Implement the programme as per established targets
   1. Annual delivery in absolute terms compared to delivery estimates for the reporting year (met expectations; below expectations; beyond expectations).
   2. X % of projects on track (e.g. delivery in accordance with work plan objectives, or achievement of result targets); results of mid-term or final project evaluations, if applicable (indicator/s to be determined/defined by FAOR).
   3. % increase or decrease in the number of projects requiring management action with respect to the prior year (or alternatively, % increase or decrease in the proportion of projects requiring management actions in a total number of projects).
   4. X % of validated results scoring against corporate output indicators.
5. Effectively manage the office, the staff and financial resources
   1. Organigram prepared and submitted to RO for approval by X (date). Required posts established and filled by (date) OR within X days of close of VA. Dialogue is fostered with staff on performance and continuous staff development is promoted (evidence provided). Staff development plan and performance management activities are carried out within the established deadlines.
   2. Staff is regularly informed and engaged through Monthly/bi-monthly/weekly staff meetings. Agendas reflecting staff input and minutes/notes are produced and distributed. Premises conditions and office space are adequate for effective staff relations and efficient operations.
   3. RP allotment spent as approved, AOS income estimates are updated periodically and final amount is within 5% - 10% of actual income received by year end (period 13). Estimated AOS income is spent during the year as planned. GCCC contribution is received from the government (follow up on GCCC sent to government if required).
   4. MOSS compliance of office is at least X%, as rated by UNDSS and steps taken to improve compliance, if necessary, are taken. Application of MORSS to all international staff is encouraged and monitored.
   5. Inception, annual and/or terminal reports prepared as required by the given deadline/s and other reports prepared and submitted as required, by the given deadline.

1. *Active participation*: attends most of meetings, undertakes coordination roles when possible such as being a chair of a UNDAF pillar); *Medium participation*: e.g. No country presence, but participates when possible through different means; Limited *participation*: e.g. No country presence, attends meetings only occasionally. [↑](#footnote-ref-1)
2. Possible rating: significantly below expectations; working towards meeting expectations; meeting expectations; above expectations (agree with TCS on the ratings in terms of %). If the rating is significantly beyond expectations, country specific circumstances to be provided. [↑](#footnote-ref-2)