

CHECKLIST FOR COUNTRY VISITS

1. Liaison and coordination
liaison with government and relevant national institutions (frequency; quality; usefulness/ perception FAO presence; improvements)
cooperation with UN system, (Country Management Team; Thematic Groups; CCA/UNDAF; special UN initiatives; Delivering as One, UN House/Common Services; UN Security Team/ FSO consultation;...)
coordination with donor community: current role FAOR and opportunities for consolidation/ improvement; perception FAO presence
liaison with SRO and participation in MDT work
2. Support to FAO Activities in the country
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2.1 FAO Normative Activities
priority normative activities relevant to/ operational in the country
check availability/accessibility info on FAO normative priority activities
2.2 Field Programme development
status of development and operationalization of the NMTPF
status pipeline of project proposals, updating mechanisms
support/collaboration from FAO technical and TCA staff [HQ, SRO/RO]
SRO/FAOR cooperation [contacts, visits, services,...]
links FP priorities with FAO normative activities
2.3 Field Programme Operations
review current field programme (size, delivery status, etc.)
check access, use and data quality of FPMIS
verify availability capacity in project operations servicing , M&E, incl. budget revisions, etc.(guidelines/ documentation updates,...)
feedback on ROB services, backstopping visits, etc.
maintenance field programme information, including reporting QPIR, etc.
review liaison with national project execution personnel
remaining problems with respect to project operations/BH responsibility in the office
3. Office Management
management tools introduced to permit efficient team work [staff meetings; shared drive/database; availability/accessibility key information from FAO HQ/RO/SRO; annual priorities/ targets for planning; ...]
efficient use of available resources (HR and non-staff) in coping with overall work load in the office
HRD planning and staff motivating initiatives
Follow-up on outstanding audit recommendations
3.1 HR/Personnel Issues
-Organigram/structure with clear work distribution among:
The Programme section
Administrative section
Support services
-Updated Job Descriptions for the individual staff members to conform to the actual work/functions being performed
-Congruency between staff grades and actual responsibilities

-Identification of career growth opportunities for outstanding staff members
-Discussions with the FAOR on pro-active performance assessment approaches and their application
-Disciplinary/Problematic Staff Cases, if any
-Formulation/status of implementation of Staff Development Plan
-Review of staff concerns and grievances
-Follow up on pending staff related issues raised by OCDP/B
-Check Casual labour/PSA/NPP contracts if in accordance with FAO policy
-Frequency of staff meetings
-Status/utilization of Government provided staff
<u>3.2 Budget/Finance</u>
-FAOR budget planning (including AOS)
-Contribution by FAOR for budget preparation
-Status of Government Counterpart Cash Contributions
-Financial controls and budget monitoring mechanisms
-Status of budget utilization with particular reference to:
-Payment of Overtime
-Temporary Assistance
-Operation and Maintenance of Equipment and Vehicles
-Local Contracts
-Communications costs
-UN Common Expenditures (where applicable)
-Procurement function
-FAS Performance
-Communication with AFF on Imprest Account matters
-Petty cash / Operational Cash Advances management
-Overall efficiency/output of Administrative function
-Local audit
<u>3.3 Assets/Information Management</u>
-Updated inventory [FAOR and field projects]
-Vehicles
-Distribution of Computers running standard FAO software
-Internet/Intranet response time
-Test COIN response
-Suitability of coverage of OTC duties and presence of technical support contract
-Verify suitability of a candidate for the G4 Information Resources Clerk post
-Quality of library services and potential of virtual library
<u>3.4 Security</u>
Verification of Security Plan
MOSS-MORSS compliance
Security equipment
Participation to SMT