


**World Food Programme**
**Programme Alimentaire Mondial**
**Programa Mundial de Alimentos**
**برنامج الأغذية العالمي**

## Request for Standby Partner Support Form

Standby Partners are called forward when WFP is in need of additional capacity for the following :

- WFP needs to rapidly and/or temporarily increase staffing levels without sufficient in-house surge-capacity
- WFP needs particular technical skills for a limited period only.

*Please select the purpose of your request (double click on check box)*

<b>Project category &amp; number</b>	IR-EMOP/EMOP		
<b>Profile category</b>	Programme Profiles	<b>Preferred start date</b>	17/09/2012
<b>Profile</b>	Operational Information Management/Reports	<b>Duration of secondment</b>	6 months
<b>UN P level equivalent</b>	P2	<b>Languages required</b> <i>(more than one can be chosen)</i>	English Select language Other languages
<b>Duty Station and Country</b>	Kathmandu, Nepal	<b>Security Level</b>	2 - Low
<b>Name and email of Supervisor</b>	Miriam Eid, Miriam.eid@wfp.org	<b>Name and email of Security Officer</b>	Gyanendra SHRESTHA gyanendra.shrestha@wfp.org
<b>Name and email of administrative Focal point</b>	Rabina SHERCHAN rabina.sherchan@wfp.org	<b>Visa to be organized by Country Office or by Standby Partner?</b>	Standby Partner

### Background and Justification:

*On 11 August, the heaviest rains Nepal has seen in the past 15 years caused flooding and landslides in the southern region of Nepal, known as the Terai, affecting 1.7 million people. Immediately following the floodings, WFP deployed staff to the field to conduct assessments and coordinate with the district level government. On 21 of August WFP started distributing food assistance and cash to the most vulnerable populations affected by floods through an emergency operation, and WFP is in the process of launching a longer term emergency relief operation.*

*WFP has long history in Nepal. Under the country programme, WFP runs several programmes to improve food security and achieve zero hunger, such as the school meals programme, which provides daily school meals to 270,000 students in the far western region of Nepal. Moreover, WFP is running programmes to help earthquake affected communities recover through asset creation activities and trail construction works. Nepal is prone to natural disasters, and therefore WFP has also recently launched a second phase of an emergency logistics and telecommunications project.*

*Due to the flood response, key country office staff have been deployed to the field, or have increased workload in the country office. With the disaster and the launch of the two new emergency projects, the country office is expecting heavier reporting requirements in the following months, in line with the Standard Project Report period. At the same time, the standby partner is expected to build the capacity of the national reports officer throughout the Standard Project Reports (SPR) exercise.*

### Exit Strategy:



The standby partner is requested to support for the length of the emergency project, in order to support with project specific reporting. Moreover, the standby partner will build the capacity of the national reports officer, specifically related to SPRs.

Country director

PIPPA BRADFORD

Name

Signature

**Important note:**

The Standby Partner will be recorded as an In-Kind Contribution against the WFP Project indicated on top of this form. The Country Office must ensure the Staff Position is already included in the Project's budget or added in the next Budget Revision.

**Terms of Reference (ToR)**

**Profile:** Reports Officer

**Duration:** 6 months

**Duty station:** Kathmandu, Nepal

**Duties:**

Within delegated authority, the Reports Officer will be responsible for the following duties:

Key responsibilities

- Act as the main focal point for the Standard Project Reports (SPRs) for the Annual Reporting Exercise. Coordinate with WFP Nepal's programme officers, COMET focal point, M&E unit, logistics unit, the regional bureau and other relevant units to ensure quality and timely reports.
- Build the capacity of the national reports officer through on the job training and mentoring throughout the SPR process.

Other responsibilities

- Coordinate reporting activities;
- Provide technical support, training and clarification on reporting policies, as per WFP standards;
- Monitor and review regular sources of information and data required for preparation of annual reports;
- Create an overview of reporting deadlines and requirements;
- Support the preparation of situation reports for WFP Headquarters summarising WFP activities in an emergency operation; assist in the preparation, writing and editing of WFP corporate reports, such as country briefs, executive briefs and situation reports;
- Support in the absence of the national communications officer;
- Proof read external documents and reports when required;
- Perform other related duties as required.

**QUALIFICATIONS**

- University degree with relevant experience and advanced training/courses in journalism, English, social sciences, international relations, political science, communications, or other related fields.
- Minimum of 3-5 years of experience. Experience in humanitarian field is preferred.
- Prior experience is writing SPRs, and experience in using COMET and SPRING is desired. Strong knowledge about WFP's reporting policies, templates and editorial style guide is a benefit.

**LANGUAGE**

- Working knowledge (proficiency/Level C) of English