



Food and Agriculture Organization  
of the United Nations

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**SERVICE CONTRACT**  
**National Project Personnel (NPP)**  
**FAO Administrative Manual Section 375**

**NAME OF NPP:** MR. AMINULLAH YOUSAFZAI

**INDEX NUMBER:** 3085670

**FAO DIVISION/OFFICE:** FAOAFG (FAO REPRESENTATION – GCP/AFG/084/GFF PROJECT)

**DUTY STATION:** KABUL – AFGHANISTAN (DS, AFGHANI, KABUL)

**ASSIGNMENT PERIOD:** From 01/SEP/2020 to 31/AUG/2021 for a total of 12 months to be worked (Renewable, Subject to Satisfactory Performance and Fund Availability)

**TERMS OF REFERENCE (TOR):** See Annex I. (NATIONAL BIODIVERSITY SPECIALIST)

**HONORARIUM:** USD 2,109 per month. Administrative Manual Section 375.8.34 specifies that remuneration is a lump sum that is inclusive of all elements of compensation including any national social security contributions. The NPP is responsible for making any social security contributions and for any tax liabilities in accordance with national laws applicable to the NPP. In accordance with Administrative Manual Section 375.8.36, NPPs are not reimbursed by FAO for national income tax or any other taxes levied on their remuneration.

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**LEAVE:** Administrative Manual Section 375.8.43 provides that annual, sick, maternity and paternity leave will be granted to the NPP in line with similar provisions for national civil servants, subject to the maximum periods allowed for each under FAO rules. Annual leave must be taken within the contract period.

**MEDICAL INSURANCE:** NPPs are covered by the Medical Insurance Scheme (MCS) under FAO Administrative Manual Section 343 Part VI. The NPP's portion of the premium is a percentage of the honorarium (0.45%), deducted upon payment. The NPP is also covered by the FAO medical insurance and compensation plan for Service-Incurred death, injury or illness under FAO Administrative Manual Section 342.

**TRAVEL:** Travel by the NPP shall be authorized in accordance with FAO Administrative Manual Section 375.8.5. A Travel Authorization (TA) will be issued stating the itinerary and any Daily Subsistence Allowance (DSA) payable under FAO's rules, as well as accommodation through the Preferred Hotel Programme.

**TRAVEL EXPENSE CLAIM (TEC):** The NPP must complete a Travel Expense Claim (TEC) and submit receipts and boarding passes, within the time limits specified in FAO Administrative Manual Section 401.7.5. The DSA payable may be adjusted based on actual expenses as reported in the TEC.

**TERMINATION:** This Agreement may be terminated by giving five calendar days' written notice of termination for agreements of less than two months duration, fifteen calendar days' written notice for contracts from two to six months' duration and thirty calendar days' written notice for longer contracts, in accordance with Administrative Manual 375.8.6.

**STATUS OF THE NPP:** The NPP has the legal status of an independent contractor and is not an official of FAO.

**TITLE RIGHTS:** Title rights, copyrights, and all other rights of whatsoever nature including patent rights in any material produced under the terms of this Agreement shall be vested exclusively in FAO.

**RIGHTS AND OBLIGATIONS:** Section 375 of the FAO Administrative Manual is an integral part of this Agreement. The rights and obligations of the NPP are strictly limited to those set out in this Agreement or referred to herein. Except as expressly provided in this Agreement, the NPP shall not be entitled to any payment, subsidy, compensation, reimbursement or other benefit, including those that may be established under any national law.

**CONFIDENTIALITY:** The NPP shall not communicate to any person or other entity any unpublished information made known to them by FAO in the performance of their obligations under this Agreement, except upon FAO's prior written authorization. This provision shall survive the expiration or termination of this Agreement.

**STANDARDS OF CONDUCT:** The NPP shall act in a manner consistent with the Standards of Conduct for the International Civil Service (FAO Administrative Manual Section 304). The NPP shall comply with the provisions of Administrative Circular No. 2015/03 "Policy on the prevention of harassment, sexual harassment and abuse of authority", Administrative Circular No. 2015/08 "Policy against fraud and other corrupt practices", and Administrative Circular 2013/27 "Protection from sexual exploitation and sexual abuse". In particular, the NPP undertakes not to engage in



any conduct that would constitute sexual exploitation or sexual abuse. Nothing herein shall limit the right of FAO to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

**GOVERNING LAW:** This Agreement shall be governed by general principles of law, to the exclusion of any single national system of law.

**PRIVILEGES AND IMMUNITIES:** As a Specialized Agency of the United Nations, FAO is vested with privileges and immunities that apply in the context of its relations with its personnel. Nothing in this Agreement constitutes a waiver of FAO's privileges and immunities.

**ARBITRATION:** Any dispute arising out of the interpretation or execution of this agreement shall be settled by mutual agreement between the parties. If the parties are unable to reach an agreement on any question in dispute or a mode of settlement other than arbitration, either party shall have the right to request arbitration in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law (UNCITRAL) as at present in force. The parties agree to be bound by any arbitration award rendered in accordance with this provision as the final adjudication of any dispute. Any request for arbitration must be lodged within 90 days from the date of expiration or termination of the agreement.

FAO Human Resources Officer or delegated Officer RR/SRR/DLO/FAOR

Name: MR. MOHAMMAD AQA, ASSISTANT FAOR (PROGRAMME)

Signature:

Date: 24/AUG/2020



National Project Personnel

I have read, understood, and accept the terms of this Agreement. I have received a copy of FAO Administrative Manual Sections 375, 342, 343 Part VI, 304 and 401, as well as of AC 2015/03, AC 2015/08, and AC 2013/27.

Name: MR. AMINULLAH YOUSAFZAI

Signature:

Date:

29-August-2020

**PERSON TO BE NOTIFIED IN CASE OF EMERGENCY** (Name, email address, telephone number, and relationship to NPP):

In case of emergency contact detail:

Name: Sadequllah Yousafzai

Tell No: 0093782888235

Relationship: Brother



ANNEX I – TOR



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS  
Terms of Reference for NPP/SC \*

Name:	Mr. Aminullah Yousafzai		
Job Title**:	National Biodiversity Specialist (VA No. FAO/KBL/PRJ/SC/14-2020)		
Division/Department:	FAAFG (FAO – Afghanistan)		
Programme/Project Number:	GCP/AFG/084/GFF – Project		
Duty Station:	Kabul – Afghanistan (With Frequent Domestic Field Missions)		
Expected Start Date of Assignment:	01/Sep/2020	Duration:	Initial 12 Months (Contract NTE Date: 31/Aug/2021) / Extendable, Subject to Satisfactory Performance and Fund Availability
Reports to:	Name: Mr. Rajendra Aryal	Title:	FAO Representative in Afghanistan

\* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required for the assignment is as follows:  
1 year for a category C  
5 years for a category B  
12 years for a category A

\*\* Please enter a short title (max 25 chars) for this assignment.

General Description of Task(s) and Objectives to be achieved:

Organization Settings:

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, Programmes and projects to address hunger, food security and malnutrition, and provides technical support for the sustainable development of their agricultural, livestock, animal health, and irrigation and forestry sectors as well as emergency preparedness and response. The activities of the FAO Representation include design and implementation of country-tailored field Programmes, liaison with local donor representatives and active public awareness raising and outreach activities related to the mandate of FAO.

FAO assistance in Afghanistan achieves its objectives through capacity development and direct project implementation in four specific areas of FAO's technical expertise:

- Better governance through improved capacity for policy planning, land reform, decentralization, and management of common natural resources;
- Fostering expansion of irrigation and field water management;
- Intensive agriculture for surplus commercialization, value chains development, and job creation;
- Supporting vulnerable farmers for improved food and nutrition security, resilience, and emergency response to natural and man-made disasters and climate change.

The subject position is located in FAO project (GCP/AFG/084/GFF) MAIL compound Kabul – Afghanistan.

Project Background:

Afghanistan is highly vulnerable to the impacts of climate change. A high proportion of the population rely on climate-sensitive sectors, particularly The General Directorate of Natural Resources Management (GD-NRM) of MAIL offers services in Natural Resource Management (NRM) and they promote community-based NRM initiatives so that local communities can benefit from natural resources in a fair and equitable way. The mission of the General Directorate of NRM is restoration, protection, and conservation of forests, rangelands, natural vegetation and ecological areas. They are doing this by introducing prudent use approaches and mechanisms, by training communities in watershed management and soil conservation, by combatting desertification and improve ecological balance. Ideally this will all result in reduced natural disasters, healthy environments, agriculture and livestock sector development and food security.

Climate Change, Gender and Capacity Development are cross-cutting issues across FAO Afghanistan's Country Programme Framework, and several projects in the CPF focus specifically on these issues. Women, for example, are empowered to have access to productive resources especially through specific projects aimed at transferring technology to female-friendly agricultural businesses. Similarly, climate change adaptation is tackled through Disaster Risk Reduction (DRR) projects, improved governance of common resources, or the promotion of renewable energy.

The key outputs of the project are: i) enhanced capacity of national and sub-national government institutions for SLM/SFM; ii) enhanced capacity of local communities in Badghis, Bamyan, Ghazni, Kunar and Paktia Provinces for developing and implementing community based SLM/SFM plans; iii) improved management of 10,000 ha of High Conservation Value Forests (HCVF) and 20,000 ha of other forest types to increase biodiversity conservation; iv) improved management of 200,000 ha of degraded rangelands in order to reduce land degradation, increase biodiversity conservation; and, v) improved knowledge to inform planning and implementation of SLM/SFM practices.

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Aminullah  
Tayyab*



FAO holds the ultimate responsibility for the implementation of the project, the delivery of the planned outputs and the achievement of the expected outcomes. The project will be managed and implemented by FAO and directly executed by MAIL and its partners. MAIL/GD-NRM is the lead implementing agency for the project and other line ministries such as the Ministry of Rural Rehabilitation and Development (MRRD), the National Environmental Protection Agency (NEPA), the Independent General Directorate of Kuchi (IDGK) and Kabul university will be part of the project steering committee and will be closely involved in the project implementation cycle as per the Project Document and Government Cooperation Project Agreement signed with MAIL.

**Purpose of this vacancy announcement:**

FAO is looking for qualified national staff fill the position of National Biodiversity Specialist. This position will support the work of the GEF-funded "Community-Based Sustainable Land and Forest Management in Afghanistan" project. The post is located in Kabul with frequent travel to provinces.

**Key Result:**

The project activities are implemented successfully, timely and effectively in conformity with the objectives of the project. The incumbent is responsible to develop his/her work plan upon joining the duty and based on SMART planning standards and according to project objectives.

**Key Objectives:**

The main objective of the project, "Community Based Sustainable Land and Forest Management in Afghanistan" is to support the GD-NRM of MAIL in integrating community-based approaches to Sustainable Land Management/Sustainable Forest Management (SLM/SFM) in Afghanistan in order to promote biodiversity conservation, climate change mitigation and rangeland productivity.

**Reporting Lines / Supervision Received/Exercised:**

Under the overall supervision of the FAO Representative in Afghanistan, direct supervision of the Senior Technical Advisor (STA) and National Project Manager (NPM), in close collaboration with counterpart authorities and other national and international staff, the incumbent will closely collaborate with the other Project Task Force (PTF) members, FAO staff and government counterparts and technical departments in MAIL/GD-NRM. In order to achieve the project objectives, the National Biodiversity Specialist will be responsible for the following activities:

**Tasks and Responsibilities:**

➤ **Project Planning and Implementation:**

- Identify areas where High Conservation Value Forests (HCVFs) occur in Kunar and Paktia through technical and community consultations;
- Guide biodiversity assessments in identified areas in Kunar and Paktia, focusing on threatened and rare species as well as economically-valuable species;
- Develop technical guidance for provincial staff to help communities manage HCVFs in a manner that provides sustainable socio-economic benefits while conserving ecosystem functioning;
- Identify areas to establish community nurseries and woodlots through community participation;
- Identify suitable land and location for woodlots establishment in close coordination with PAI and FMA;
- Identify species' that can be used as fuelwood and building materials, through expert advice and community consultations;
- Develop technical guidance for project staff/partners to help them and local communities establish nurseries and woodlots;
- Develop plans for and oversee the rehabilitation and restoration of 10,000 ha of HCVFs in selected areas to provide habitat for threatened, endangered and rare species;
- Develop plans for and oversee the rehabilitation and restoration of 20,000 ha of non-HCVFs in selected areas;
- Support international forest inventory expert in conducting trainings on forest inventory, and mobilize enumerators and community for forest inventory in Kunar and Paktiya provinces
- Develop work plan to carry out forest inventory in project target districts
- Identify the areas and locations for cultivating non-timber forest products
- Provide technical inputs while developing community based natural resource management plan
- Provide support to national forest monitoring unit in GDNRM
- Deliver trainings to government staff and community on sustainable forest management at province and district level
- Provide technical assistance and coordination on: sustainable land and forest management criteria and indicators, land use, land use change and forestry sectors (LULUCF) and Reduction of Emission from Deforestation and Forest Degradation (REDD+) activities;
- Integrate forest and land management plans and carbon monitoring plans into the project;
- Provide input into the development of alternative livelihood options such as agroforestry programmes and value addition for non-timber forest products.

➤ **Project Monitoring and Reporting:**

- Monitor forestry-related sections of project progress as agreed in the Annual Work plan/Budget (AWP/B), and provide remedial actions such as adjusting activities as necessary, speeding up implementation in case of delays, and organizing monitoring missions, if required;
- Manage and monitor forestry-related risks initially identified and submits new assessment of risks as they arise to the Project Steering Committee (PSC) for decisions on possible actions if required;
- Work closely with the NPM and NPD and Kabul-based management staff to report on indicators;
- Build upon the forestry section of the project documentation, as well as the project's M&E plan the Project Inception Report, meeting/workshop reports, biannual progress reports, gender/youth assessments, the annual GEF Project Implementation Review (PIR), GEF Tracking Tools, co-financing reports, and the terminal report;

➤ **Partnership Building and Knowledge Management:**

- Maintain regular, reliable and transparent contact with the FAO Country Office and the National Project Director (NPD) on project implementation issues;
- Develop and maintain relationships with counterparts in the country to ensure their adequate and timely technical inputs to the project and ensure their co-financing contributions are provided within agreed terms;
- Working with communications staff, clearly and effectively communicate about, share information about and promote the project to partners, stakeholders, and the FAO national office;
- Maintain a good network with local stakeholders;
- Build strategic partnerships and synergies to enhance the impact and sustainability of Project outcomes;
- Represent the Organization at project meetings and events, identify strategic partnerships, advocate for best practices, increase/improve



forestry policy dialogue and develop and negotiate effective working relationships and agreements with national stakeholders.

**Other Activities:**

- Perform any other duty as required by STA and NPM.

**Education:**

- Advanced/ Master's degree in Natural Resource management/Horticulture with bachelor's degree in agriculture and forestry.

**Work Experience:**

- At least seven (7) years of professional experience bio- diversity and natural resource management;
- Previous work experience with UN is an advantage.

**Technical/Functional Skills:**

- Demonstrated ability to coordinate capacity-related elements of a large project;
- Excellent interpersonal communications and coordination skills, and proven ability to work constructively with a variety of stakeholders to achieve common goals;
- Deep knowledge about climate change and sustainable forest management issues in Afghanistan, including the political, institutional and socio-economic contexts;
- Excellent writing skills;

**Other Desirable Skills:**

- Working experience with ministries, national institutions and the rural sector in Afghanistan;
- Ability to effectively coordinate a large, multi-stakeholder project with results-based management;
- Ability to deal with political, technical, and people management challenges, administer budgets and work effectively with all staff and with groups involved in the project;
- Strong computer skills, especially in GIS-RS and MS Office applications, and proficiency in using internet search engines and other relevant online tools;
- Experience organizing stakeholder meetings or workshops with national participants;
- Experience in multi-stakeholder analysis, and in mobilizing or creating awareness about development projects;
- Familiarity with UN agencies and GEF procedures for project implementation is also an asset.

**Language Skills:**

- Excellent knowledge of English and local languages (Pashto and Dari), both spoken and written skills.

**Remuneration:**

- The remuneration for the post of National Biodiversity Specialist is USD 2,109 (SB-4/Step-1) monthly based on the qualification, experience, performance in the interview and salary history of the selected candidate.
- The selected candidate will also receive 8.33% of monthly salary as pension benefit/coverage on a monthly basis.

**Key Performance Indicators**

Expected Outputs	Required Completion Date
<ol style="list-style-type: none"><li>1. Biodiversity assessments conducted in Kunar and Paktia provinces in line with project indicators;</li><li>2. Communities are taught about and supported to implement community-based sustainable forest management plans, in line with project indicators;</li><li>3. Nurseries and woodlots are established in line with project indicators;</li><li>4. HCVFs and non HCVFs are restored in line with project indicators;</li><li>5. The required number of households, as defined by project indicators, are benefiting from agroforestry, alternative energy sources and value addition for timber and non-timber forest products.</li><li>6. Technical reports are clearly developed and written, and delivered in a timely manner.</li></ol>	<u>During Project Lifecycle</u>