



Food and Agriculture Organization of the United Nations  
GENERAL SERVICE VACANCY ANNOUNCEMENT N<sup>o</sup>: LOW/001/2017

Issued on: **13 November 2017**  
Deadline For Application: **30 November 2017**

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JOB TITLE:	<b>Congressional Engagement &amp; Partnership Consultant</b>	GRADE LEVEL:
ORGANIZATIONAL UNIT:	<b>LIAISON OFFICE FOR NORTH AMERICA (LOW)</b>	DUTY STATION: <b>Washington, DC</b>
		DURATION: <b>6 Months Consultancy</b>
		POST NUMBER:

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### Organizational Setting

The FAOLOW (Liaison Office for North America) advises and assists in the development and implementation of FAO policies and programmes by facilitating communication and cooperation between FAO and the North American Governments and the public, and between FAO and the international and inter-American organizations based in Washington. It serves as focal point for FAO relations with these institutions and organizations

### Main Purpose

Based on discussions with FAOLOW staff, the consultant will help implement an outreach and advocacy strategy for Congress and the Administration (White House). The consultant will regularly monitor and report on key congressional activities and developments, particularly with regard to House and Senate SFOPS, HFAC, SFRC, the House and Senate Agriculture Committees, and the House and Senate Hunger Caucuses, as well as offices of members on those committees and caucuses. The consultant will also assist in preparing FAOLOW for meetings with congressional offices and Administration officials, as well as in undertaking all necessary follow-up actions subsequent to such meetings.

Overall, the consultant's activities will contribute to FAOLOW's ongoing efforts to promote increased awareness of and support for FAO among key Members, including through the cultivation of FAO champions in the House and Senate on a bipartisan basis. The consultant will also support targeted stakeholder engagement efforts and provide ongoing political intelligence.

### Key Functions/Results

- Assist in the implementation of FAOLOW's outreach and advocacy strategy for significantly strengthening FAOLOW's engagement with Congress and the Administration (White House), including the support of ongoing efforts to cultivate a targeted list of Members as FAO champions and raising awareness of and support for FAO among Members on all committees and subcommittees relevant to FAO's mandate. Also, support FAOLOW's active engagement of Administration officials.
- Establish and standardize procedures for FAOLOW's use of a congressional directory (such as Bloomberg Government) including the transferral of contact information for all relevant congressional offices, committees and staff to FAOLOW's contact database and email marketing software.
- Undertake targeted and systematic outreach to congressional offices included as priority targets in FAOLOW's congressional outreach and advocacy strategy, including the dissemination of relevant FAO-related news and knowledge, events and follow-up to meetings and other interactions.
- Develop detailed profiles for all Members on target list, including key issues for their constituents, areas of interest, relevant legislation introduced and areas of mutual concern.
- Regularly update the United States and FAO partnership factsheet, as well as other FAO factsheets and briefs for use in outreach to Congress and the Administration.
- On a daily basis, provide political intelligence and updates regarding congressional and Administration activities/developments of relevance to FAOLOW.
- Prepare monthly progress reports detailing the implementation of the outreach and advocacy strategy. These reports should include how congressional offices, Members, committees and Administration officials have been engaged, as well as follow-up actions to be taken with appropriate timelines.
- Help prepare FAOLOW staff for all meetings with congressional offices.
- Accompany FAOLOW Director and/or Senior Liaison Officer to congressional meetings as needed.
- Assist with all preparations for FAOLOW events.
- Prepare final consultancy report capturing details of achievements regarding FAOLOW's outreach and advocacy strategy. This report should include ideas for strengthening FAOLOW's engagement with Congress and the Administration, outline emerging issues and action points for FAO, as well as ideas for a way forward to buttressing support and visibility for FAO amongst Members of Congress and other relevant stakeholders.
- Perform other duties as required.

**MINIMUM REQUIREMENTS - candidates will be assessed based on the following criteria**

- University Degree: Bachelor of Arts or Science in a field related to the activities of the Organization. Equivalent experience may be accepted in lieu of academic qualifications.
- Five years of relevant experience in congressional affairs, agricultural development and/or public information;
- Working knowledge of English, and limited knowledge of another FAO official language.

**IT Skills:** Good knowledge of MS Office applications, Internet and standard office technology equipment

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.*

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Applicants must have a valid work permit for the United States.

Please email a cover letter and resume to:

**VA-0001-LOW@FAO.ORG**

DEADLINE: 30 November 2017

No phone calls, please.

Only shortlisted candidates will be contacted.