

International Food Security & Nutrition Civil Society Mechanism (CSM) Secretariat

Terms of Reference (ToR) – CSM Secretariat Coordinator

Background

In 2009, the Committee on World Food Security (CFS) underwent reform, and Member States recognised the right of CSOs to autonomously establish a global mechanism for food security and nutrition which will function as a facilitating body for CSO/NGOs consultation and participation in the CFS. In response, CSOs endorsed a proposal for the establishment of the International Food Security & Nutrition Civil Society Mechanism (CSM) during a Consultation in October 2010, which was subsequently acknowledged by CFS Member States during the 36th Session of the CFS in the same month.

The CSM is the largest international mechanism of civil society organisations (CSOs) seeking to influence agriculture, food security and nutrition policies and actions, at the national, regional and global levels. Currently, the CSM is reaching out to over 900 CSOs in all continents, sharing information with them on global policy debates and processes, promoting civil society consultations and dialogue, supporting national and regional advocacy and facilitating the participation of a diverse range of CSOs, all in the context of the CFS.

The CSM Secretariat, which maintains a politically neutral role within the CSM, is dedicated to facilitating the functions of the CSM, including organising an annual CSO Forum, and providing inter-sessional support to the 4 CSO representatives on the CFS Advisory Group and the CSM Coordination Committee with their work at the national, regional and global levels. The Secretariat is also responsible for providing on a daily basis, overall coordination, logistic, financial and communication support to increase the overall capacity of the CSM and its members. Special efforts are made to engage in outreach activities and awareness raising to continually expand CSO participation in the CSM and to support CSO engagement and inputs into the key CFS policy negotiations and activities.

Responsibilities

1.1 CSM strategy, annual work plans and mobilisation of resources

- draft CSM strategy and annual workplans for endorsement by the CSM Coordination Committee
- support and monitor the implementation of CSM strategy and work plans
- identify resource requirements and mobilise funding for implementation of CSM activities

1.2 Support to CSM Coordination Committee, civil society members of the CFS Advisory Group and CSM policy working groups

- provide support to CSM Coordination Committee and CFS AG members to assist them to play their roles individually and collectively (e.g. drafting guidelines, briefing notes etc)
- liaise with the CFS Chair, Bureau members, the CFS Secretariat and members of the CFS Advisory Group to ensure two way flows of information between the CSM and other CFS stakeholders

- promote inclusive participation in the CSM and complementary ways of working between different CSOs, constituencies and sub-regions
- provide support to coordinators and facilitators of CSM policy working groups

1.3 Ways of working and accountability

- help clarify and raise awareness of CSM organising principles and ways of working, including overseeing the development of Guidelines on CSM ways of working (e.g. policy development, media, CFS side events etc)
- monitor the implementation of CSM activities in relation to CSM principles and ways of working and flag issues to the CSM Coordination Committee and CSO participants in the CSM
- facilitate open and transparent decision making within the CSM
- oversee relationships with CSOs managing funds
- ensure timely and accurate reporting to the CSM Coordination Committee, CSM participants, to donors and to the CFS on CSM activities, impacts and resource utilisation
- help facilitate the effective functioning of the CSM taking into account intercultural and intercontinental diversities

1.4 Management of the CSM Secretariat

- support the establishment of an effective Secretariat
- oversee and coordinate the functioning of the Secretariat
- develop and oversee the implementation of CSM Secretariat work plans in coherence with overall CSM strategies and work plans
- oversee the budget of the CSM Secretariat
- oversee and support the internal and external communications work of the CSM
- oversee and support the logistics, finance and administration work of the CSM Secretariat
- liaise with and report to the CSO(s) administering the funds and contracts for the CSM Secretariat

1.5. Additional responsibilities

- undertake other tasks feasible within time available as agreed with members of the CSM Coordination Committee

Selection criteria

- Advanced university degree, relating to international agriculture, food security and nutrition, or an equivalent combination of a relevant undergraduate degree, plus related work experience and on-the-job training
- At least 5 years experience of policy and advocacy work relating to international food, agriculture and nutrition issues
- Dedicated to work with and support others from civil society organisations, to promote improvements in policies and actions for food security & nutrition, food sovereignty and the right to food for all.
- Commitment to, and substantial experience in, supporting civil society participation in inter-governmental policy dialogue and decision making
- Substantial understanding of, and experience working with, peoples' organisations and social movements at the global level
- Excellent analytical, strategic planning and project management skills (including resource mobilisation, donor liaison and financial management)
- Experienced and effective team manager
- Excellent communication (oral and communication) and diplomacy skills
- Ability to facilitate work in a context of intercultural and intercontinental diversity
- Fluent in English, French and Spanish