# FAO_black_20

# Food and Agriculture organization of the United Nations

### **Terms of Reference for Consultant 🞏/PSA** 🗹

### Minimum number of years of relevant experience required: 1yr 🗹 5yrs 🞏 12+yrs 🞏

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| **Name:** |  |
| **Job Title:** | Computer Information System Specialist |
| **Division/Department:** | ESS/ES |
| **Programme/Project Number:** | GF.ESSDD.RA20401030000 |
| **Location:** | Rome HQ |
| **Expected Start Date of Assignment:** | Jun 15 2015 | **Duration:** | Dec 31 2015 |
| **Reports to:** |  | Francesco N. Tubiello | **Title:** | Senior Statistician |
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| General Description of task(s) and objectives to be achieved |
| Under the overall supervision of the Senior Statistician, and in coordination with the relevant Statistical Clerks of the ESS-ENV Team, FAOSTAT IT Team and other relevant ESS staff, the consultant will:**Automatize the despatch of Environmental Team Questionnaires (Fertilizer Questionnaire, Pesticide Use Questionnaire and Land and Irrigation Questionnaire) generating all required emails in Outlook:*** Review of country contact address list,
* Link country name and addresses (to and various ccs),
* Include Subject title, attach relative questionnaire and cover letter of request in four languages.
* Link FAO Rep name and email from COIN to country list.

**Automate trade data download from UN-COMTRADE dataset into the new Working System/or file ready to be uploaded on to FAOSTAT. Including calculation of mirror trade that it is used for estimating missing data.** * This task is to be performed in collaboration with relevant ESS Teams leading the SWS work, and capitalizes on work on trade data already performed to date.

**Elaborate system for automation of procedures aimed at facilitating data extraction from questionnaires and questionnaire analysis, including response rates (e.g. , to prepare reports for AFCAS, APCAS and IICA):*** Response rate of Fertilizer, Pesticides Use, and Land and Irrigation Questionnaire,
* Rate of Official Data per Domain in FAOSTAT
 |
| key performance indicators |
| Expected Outputs: | Required Completion Date: |
| * Emails for questionnaires dispatch automatic generated
* UN COMTRADE data download and automation of data analysis tools (e.g. mirror trade) implemented
* System for extraction of information from questionnaires and data quality from FAOSTAT implemented
 | Aug 31 2015Oct 31 2015Dec 15 2015 |