



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant

Name:	
Job Title:	Technical Editor/writer (Chinese)
Division/Department:	AGFC
Programme/Project Number:	
Duty Station:	Rome, Italy
Expected Start Date of Assignment:	September 2017
Duration:	11 Months
Reports to: <i>Name:</i>	Tom Heilandt
<i>Title:</i>	Secretary, Codex Alimentarius Commission

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Background

The Codex Alimentarius Commission implements the Joint FAO/WHO Food Standards Program. It is an intergovernmental standards setting body with 188 members tasked to establish international food quality and safety standards. Under the WTO/SPS Agreement, Codex standards are benchmark standards for food safety to harmonize technical regulations to protect public health and facilitate trade. Codex standards are freely available on the Codex website in all UN languages. Codex vision is to be the preeminent international food standards-setting body to protect the health of consumers and ensure fair practices in the food trade.

Objectives

Overall objective is to increase knowledge and awareness of Codex work in China.

Tasks

- Evaluate the status (quality and coverage) of Codex content available in Chinese language
- Present a plan to the Secretary how to reach 75% availability in one year and 100% in two years with an appropriate updating strategy
- Work in cooperation with translators, editors and publishers to implement plan
- Create Codex internet presence on Chinese social media and write regular articles on key issues in cooperation with Codex technical staff

Attend Codex meetings as directed by the Secretary.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
1. Evaluation of Codex quality and coverage	1 month
2. Presentation of plan for increasing coverage and continued updating	1 month
3. Set up Codex presence on Chinese social media	1 month
4. 75% of content available	10 months
5. 100% of content	10 months
6. Production of one communication instrument (article, blog entry, short video)	every month in a 11-month period