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# Food and Agriculture organization of the United Nations

### **Terms of Reference for Interns**

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| **Name:** |  | | | | |
| **Job Title:** Intern |  | | | | |
| **Division/Office:** FABGD | |  | | | |
| **Duty Station:** Dhaka, Bangladesh |  | | | | |
| **Linkage to FAO’s Four Betters:** | Better Life and Better Production | | | | |
| **Start Date of Assignment:** 1 May 2023 (or negotiable) | | | **Duration and**  **End Date:** | March 2024 (negotiable) / 11 Months | |
| **Report to, name of supervisor:** Nur Ahamed Khondaker | | | **Title:** | Assistant FAO Representative (Programme) | |
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| General Description of task(s) and objectives to be achieved | | | | | |
| **Background**  Under the overall supervision of the FAO Representative in Bangladesh and direct supervision of the Assistant FAO Representative (Programme), coordination with the country office team, the intern shall perform day-to-day activities.  **Duties and Responsibilities**  The duties and responsibilities will include, but not limited to the following:   * Support to TCP projects development and management * Support to organize events- workshops, seminars, meetings- and preparation of proceedings, meeting minutes * Provide support for documentation * Assist in organising FAO Bangladesh programmes * Support extracting data/information from FPMIS for preparation of reports * Draft questionnaire for survey * Collect data by conducting questionnaire surveys, key informant interviews and focus group discussions * Collect and collate updated agricultural statistics and draft sector specific reports as needed * Any other task assigned by FAOR/AFAOR(Programme) | | | | | |
| key performance indicators | | | | | |
| **Expected Outputs**: | | | | | Required Completion Date: |
| * Drafting report * Compiling results of Questionnaire survey and Focus Group Discussions | | | | | TBC |
| **REQUIRED COMPETENCIES** | | | | | |
| **Minimum requirements:**   * Enrolled in an under-graduate, graduate degree programme in Economics, Development Economics, any branches of Social Science, Environmental Science, Agriculture or related subjects in a bona fide (i.e. listed in the IAU/UNESCO data base) educational institution at the time of application or recent graduates. Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at http://www.whed.net/. * Working knowledge of English. * Candidates should be aged between 21 and 30. | | | | | |
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