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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | | | | | | | |
| **Job Title:** Fishery and Aquaculture Intern | | |  | | | | | | | |
| **Division/Department:** SFW/Fisheries and Aquaculture Unit | | | | | |  | | | | |
| **Location:** SFW – Dakar, Senegal |  | | | | | | | | | | | |
| **Linkage to Four Betters:** 4 Four Betters | | | |  | | | | | | |
| **Expected Start Date of Assignment:** ASAP | |  | | | **Duration:** | | 11 months | | | | | |
| **Report to:**  Paula Anton | | Sub-regional Fishery and Aquaculture Officer | | | | | | |  |  | |
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| General Description of task(s) and objectives to be achieved | | | | | | | | | | | | |
| |  | | --- | | **Background:**  The Fisheries and Aquaculture unit of the Sub-Regional Office for West Africa (SFW) is primarily responsible for the overall identification, planning and implementation of FAO's fisheries and aquaculture priority activities in West Africa. The strategic orientations and broad vision is to help ECOWAS member countries to promote food security, enhance livelihoods, reduce poverty and curb marginalization by the sustainable and responsible development of fisheries and aquaculture in inland and marine waters of all the 15 member countries. |   **Duties and Responsibilities:**  The Consultants/PSAs will work under the overall supervision of the SFW Sub-Regional Coordinator and the direct supervision of the Fishery and Aquaculture Officer. The tasks and responsibilities may include a number of the following elements depending on the assignment and the expertise of each Intern/Volunteer/Fellow:   * Provide substantive technical input for the implementation of fisheries and aquaculture related projects, including the preparation of progress reports and other technical documents as required; * Assist the development of detailed and budgeted concept notes and project proposals in accordance with FAO’s Strategic Framework and the FAO project cycle; * Support the organization and participate in field missions and other events in support of the delivery of SFW Fisheries and Aquaculture programme of work, including for consultation, technical supervision and support, training and capacity building activities, and technical assistance to beneficiaries of FAO support programmes and projects; * Contribute to relevant studies, publications and analyses, knowledge products and dissemination materials related to SFW Fisheries and Aquaculture areas of work, including guidelines, capacity building and training material; * Contribute to SFW Fisheries and Aquaculture work related to resource mobilization, monitoring of regular programme expenses and organization of international meetings. * Contribute to ensure the visibility of all the SFW Fisheries and Aquaculture work, through publication of articles, newsletters and reports and social media posts (official website, blogs, Twitter, Facebook, You Tube, Instagram). * Perform any other duties related to the SFW fisheries and aquaculture areas of work. | | | | | | | | | | | | |
| key performance indicators | | | | | | | | | | | | |
| **Expected Outputs**: | | | | | | | | Required Completion Date: | | | | |
| * Support provided to SFW fisheries and aquaculture projects * Support provided to the organization of field missions and events * Support provided to the development of training materials, guidelines, resource mobilization materials, etc. * Support provided to the visibility of the SFW fisheries and aquaculture program | | | | | | | | End of assignment | | | | |
| **REQUIRED COMPETENCIES** | | | | | | | | | | | | |
| **Minimum requirements:**   * Enrolled in an under-graduate, graduate degree programme in Fisheries, Aquaculture, Climate Change, Engineering, Architecture, IT, Communications, Economics, or other relevant field, in a “bona fide” educational institution at the time of application or recent graduate. 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/](http://www.whed.net/home.php). * Candidates should be aged between 21 and 30. * Working knowledge of English and/or French. * Ability to effectively use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Power Point).   **Assets**:   * Experience in fisheries and/or aquaculture, food security and livelihoods, rural development projects and programmes. | | | | | | | | | | | | |
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