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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | |
| **Job Title:**  Partnership Intern |  | | | | | |
| **Division/Department:** FAO-Malawi | |  | | | | |
| **Location:** Lilongwe, Malawi |  | | | | | |
| **Linkage to Four Betters:**  All four betters |  | | | | | |
| **Expected Start Date of Assignment:**  ASAP | | |  | **Duration:** | 11 months | |
| **Report to:**  Zhijun Chen, FAO Representative | | |  |  |  | |
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| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  Through its Country Offices or Representations, FAO provides policy advices, technical assistances and investment supports to its member governments in ending hunger, addressing malnutrition and promoting sustainable agriculture and rural development. The activities of the FAO Country Offices include advocating and formulation of relevant strategies and policies; introduction and dissemination of suitable approaches and technologies; design and implementation of country-tailored field projects; and liaison with government departments, UN Country Team, donor agencies and other development partners on subject matters related to FAO mandate areas.  The FAO Representation in Malawi is developing and implementing field projects based on the FAO Country Programming Framework (CPF) in Malawi, focusing on four thematic priorities, including: 1) conducive agricultural policy and investment environment; 2) food and nutrition security and livelihoods; 3) governance of nature resources, environment and ecosystems; and 4) resilience of the agriculture sector and the food systems. The Country Office has been working closely with relevant development partners, especially government counterparts, donor agencies and the UN system, in delivering the country programme portfolio. |   **Duties and Responsibilities:**  Major duty of the incumbent is to assist the FAO Country Office in developing and maintaining partnerships with relevant development partners. Specific responsibilities include:   * Assists the Country Office in collaborating with the UN systems in Malawi, especially with the Resident Coordinator’s Office (RCO), the Programme Management Team (PMT) and the Operations Management Team (OMT); * Supports the Country Office in liaising with diplomatic missions and resources partners, especially members of the Donors’ Committee on Agriculture and Food Security (DCAFS); * Contributes to implementation of South-South Cooperation projects and initiatives at the Country Office; * Contributes to liaising and communication with various development partners. * Contributes to resources mobilization.   Through these activities, the incumbent is expected to gain knowledge and experiences on:   * FAO mandates, strategies and priorities in Malawi, and its operational modalities and procedures; * UN Reform and UN Country Team collaboration at the country level; * Strategies and operational modalities of different donor agencies; * Field implementation of South-South Cooperation project; * UN strategy, approach and practices on partnership building. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: |
| Inception report completed and submitted  Termination report completed and submitted | | | | | | December 2023  28 Feb 2024 |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * Enrolled in an under-graduate, graduate degree programme in International Development, Economy, Social Sciences or Cultures, or other relevant areas 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. * Relevant working experiences or social practices are assets. * Working knowledge of English and Chinese. | | | | | | |
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