# C:\FAO Office Computer\FAO_logo_Blue_2lines_en.jpg

# Food and Agriculture organization of the United Nations

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | | | |
| **Job Title:** | Intern in Public Policy and Participation | | | |
| **Division/Office:** | FAO Colombia | | | | |
| **Duty Station:** | Bogotá, with travel to the project implementation areas. | | | |
| **Linkage to FAO’s Four Betters:** | Better Nutrition 50% y Better Environment 50% | | | |
| **Start Date of Assignment:** | July 2025 | **Duration and**  **End Date:** | 6 months | |
| **Report to, name of supervisor:** | Diego Mora | **Title:** | Assistant Representative Programm | |
|  | | | | |
| General Description of task(s) and objectives to be achieved | | | | |
| |  | | --- | | **Background:**  Under the general supervision of the FAO Representative in Colombia, the National Program Officer, and the Senior Specialist in the area of food and combating malnutrition, the Public Policy and Participation Intern will have the following responsibilities: |   **Duties and Responsibilities:**   * Assist in designing participation methodologies for the development of public policy tools. * Collaborate in identifying, inviting, and following up with social and government actors for the different spaces led by the department. * Support the development of social and government participation spaces where policy tools for combating malnutrition are created. * Systematize participation spaces such as roundtables, workshops, meetings, and other forums where social and government participation is promoted. * Support technical inter-institutional and inter-sectoral relations for positioning the project and the department. * Promote the generation and dissemination of best practices on gender in accordance with FAO’s gender equality policy. * The intern must consult, study, and familiarize themselves with the PROTOCOL FOR REPORTING CASES OF EXPLOITATION AND SEXUAL ABUSE OF COMMUNITIES (provided by Human Resources) and immediately report any known cases in accordance with the protocol. FAO has a zero-tolerance policy for any form of exploitation or sexual abuse. * Complete the handover protocol at the time of leaving the organization, and if in a supervisory role, ensure the proper handover of duties for the staff under supervision. | | | | |
| key performance indicators | | | | |
| **Expected Outputs**: | | | | Required Completion Date: |
| * Work plan. * Document containing participation methodologies for the development of public policy tools. * Database of actors to be invited by relevant topics. * Minutes, memoranda, and attendance lists for events attended. * Final report. | | | | Month 1  Month 2  Months 2-6  Months 2-6  Month 6 |
| **REQUIRED COMPETENCIES** | | | | |
| **Minimum requirements:**   * Student in public policy, preferably in the final semesters, or related fields such as agri-food systems and human rights. * Proficiency in English and Spanish.   **Additional requirements:**   * Knowledge of Food Security and Nutrition Policies, and other related policies concerning agri-food systems and human rights. * Knowledge of the agri-food sector. * Experience in quantitative/qualitative research. * Ability to work in a team, strong interpersonal skills, and assertive communication. * Willingness to travel to locations different from the primary workplace. * Good working relationships with government personnel and entities. * Ability to work with multidisciplinary teams. * Skills in writing and preparing technical texts and reports. * Ability to work in multicultural environments. * Strong programming, planning, and results-oriented work skills. * Ability to engage in dialogue and consensus-building with various stakeholders. * Excellent oral and written communication skills. * Ability to handle documents, information, and materials related to the United Nations with the utmost discretion. * Consistent attitude of cordiality, composure, respect, and collaboration with all individuals and organizations involved.. | | | | |
|  | | | | |