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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | |
| **Job Title:** | Resilience Programme Support Intern | | | | | |
| **Division/Department:** | | Regional Office for Africa | | | | |
| **Location: Accra, Ghana** |  | | | | | |
| **Linkage to Four Betters:** | Better Life (BL3 & 4) | | | | | |
| **Expected Start Date of Assignment:** | | | ASAP | **Duration:** | Up to 11 months | |
| **Report to:**  Senior Resilience Team Leader, Priya Gudja | | |  |  |  | |
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| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  The FAO’s Resilience Team works to enhance the ability of communities, countries, and systems to prepare for, respond to, and recover from crises, disasters, and food insecurity, with a particular focus on Africa. The Resilience Programme Support Intern will assist in implementing FAO’s resilience-building strategies and contribute to ongoing efforts to integrate anticipatory action, the humanitarian-development-peace (HDP) nexus, and emergency preparedness into regional programs. |   **Duties and Responsibilities:**   * Monitor and report on emerging trends in food security and humanitarian crises, especially in fragile and conflict-affected areas. * Support in the identification of priority areas for resilience investment based on regional food security and vulnerability assessments. * Assist in the planning, implementation, and monitoring of resilience-related projects in the region, including support for anticipatory action and disaster risk reduction activities. * Participate in the development of project proposals and logframes to strengthen resilience activities, ensuring alignment with FAO’s Strategic Framework. * Assist with drafting briefs, reports, and case studies highlighting FAO’s resilience work, lessons learned, and best practices in emergency preparedness and response. * Support coordination efforts between FAO, regional bodies (AU, IGAD, CILSS), governments, UN agencies, NGOs, and other stakeholders involved in resilience-building initiatives. * Contribute to the preparation of knowledge products and communication materials aimed at raising awareness of resilience programming, including support for webinars, workshops, and other outreach activities. * Assist in the preparation of proposals and donor reports to secure funding for ongoing and new resilience projects. * Support the preparation and delivery of workshops, trainings, and capacity-building sessions aimed at improving resilience and disaster preparedness in targeted communities. * Assist in preparing publications, newsletters, and web content to raise awareness about FAO’s resilience-building efforts. * Assist in organizing and coordinating virtual and in-person meetings, including the preparation of agendas, background documents, and meeting minutes. * Track and follow up on action items resulting from regional resilience meetings and ensure timely completion of tasks by relevant teams. * Contribute to the design and dissemination of knowledge products such as case studies, policy briefs, and technical guidance documents to share FAO’s experiences in resilience-building. * Organize and support the facilitation of webinars and knowledge-sharing platforms to promote cross-regional exchange of resilience-building strategies and experiences. * Assist in identifying potential donors and partners for resilience projects in collaboration with the FAO Resource Mobilization Team. | | | | | | |
| key performance indicators | | | | | | |
| * Effective contribution to the planning, implementation, and monitoring of resilience projects. * support at least 2 major resilience projects and provide monitoring updates. * Quality of project support, alignment with project goals, and feedback from project leads. * Number of coordination meetings organized and supported, with high-quality materials prepared. * Organize and support at least 5 meetings per quarter, with agendas, background materials, and minutes completed. * Timeliness and completeness of meeting documents, stakeholder feedback. * Assist in organizing and facilitating at least 3 webinars or workshops. * Assist in the preparation of at least 2 proposals and 2 donor reports by end of assignment. * Publish at least 5 communication pieces (articles, newsletters, or web content) by end of assignment. * Final presentation delivered to the Resilience Team before the end of assignment.   **Expected Outputs**: | | | | | | Required Completion Date:  Every quarter during the internship programme period. |
| * Timely completion of assigned research, reports, and knowledge-sharing materials. * Quality contribution to project monitoring and coordination activities. * Effective support to resilience-related webinars, meetings, and workshops. * Draft reports and briefs on resilience projects in the region. * A final presentation summarizing contributions and findings. * Number of coordination meetings organized, with comprehensive meeting materials prepared (agendas, background documents, minutes). * Timely submission of meeting minutes and action plans from coordination meetings involving FAO, regional bodies, and other stakeholders. * Development of follow-up strategies to ensure that meeting action points are implemented. | | | | | | End of Assignment |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * University degree or current enrollment in an advanced program (master’s or equivalent) in agriculture, environmental studies, international development, or a related field. * Knowledge of resilience concepts, humanitarian work, and food security challenges. * Strong research, analytical, and writing skills. * Proficiency in English (French is an advantage). * Ability to work independently and in a team environment. | | | | | | |
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