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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 – Monitoring, Communication and Programme Development | | | | |
| **Division/Department:** FAO Representation in  Uganda | |  | | | |
| **Location:** | Kampala, Uganda | | | | |
| **Linkage to Four Betters:** | Better Production, Better Environment, Better Nutrition, Better Life | | | | |
| **Expected Start Date of Assignment:** July 2025 | |  | **Duration:** | 11 months | |
| **Report to:**  Operations Officer | |  |  |  | |
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| General Description of task(s) and objectives to be achieved | | | | | |
| |  | | --- | | **Background:** The Food and Agriculture Organization (FAO) is a specialized agency of the United Nations that leads international efforts to defeat hunger. Our goal is to achieve food security for all and make sure that people have regular access to enough high-quality food to lead active, healthy lives. FAO’s Country Programming Framework guides the work of FAO in Uganda and pivots around three pillars of support. The second pillar, People and the Natural Environment, focuses on achieving resilience to climate related shocks for vulnerable populations while conserving, managing and restoring the natural environment that crop, livestock, fisheries and forestry-based livelihoods are based on and derive from (Better Environment). Projects being implemented by FAO under this pillar aim to protect, restore and promote sustainable use of terrestrial and marine ecosystems and to combat climate change through more efficient, inclusive, resilient and sustainable agrifood systems. This assignment will contribute to building on the efforts and achievements of these ongoing projects (that fall under pillar 2 and contribute to climate change adaptation and mitigation, natural resource management, forests and safeguarding biodiversity) by monitoring their progress, communicating their results to GoU and donors, and building on evidence generated through these projects to design new projects and programmes under this pillar. Integrated programming in particular – across sectors and in partnership with key stakeholders and in pursuit of the Sustainable Development Goals (SDGs) – underpins FAO Uganda’s CPF and will be a key requirement of this role.  The China Scholarship Council Intern (Monitoring, Communication and Programme Development) will contribute to development activities related to FAO’s overall project portfolio in Uganda including but not limited to its climate change and natural resource management portfolio. This will further build on the efforts and achievements of ongoing projects that contribute to strengthening the economic base of Uganda and creating jobs, with an emphasis on innovations and the role of women in the economy, youth and refugee entrepreneurship by monitoring their progress, communicating their results to GoU and donors, and building on evidence generated through these projects to design new projects and programmes.  Ongoing projects include FAO’s food security and livelihoods work, its climate change and natural resource management portfolio, its policy and enabling environment work and its China-Uganda South-South Cooperation (SSC) projects. |   **Duties and Responsibilities:**  The Intern will report directly to the Deputy FAO Representative whist contributing closely to programme development, advocacy, communications, outreach, working closely with all project managers and programme colleagues.  Specifically s/he will:   * Engage with project personnel and the MEAL unit in the monitoring and review of FAO projects related to the climate change and natural resource management portfolio and ensure that the FAO Representation has quality information to assess progress towards expected results established in annual project work plans and project logical frame-works. * Liaise with the MEAL and Communications units, technical/programme officers and partners to identify and document best practices and lessons learned for communications and advocacy related products. * Compile information and draft/edit documents in response to scheduled and emerging calls for support related to FAO’s in climate change adaptation and mitigation and natural resource management including project/programme proposals, briefs, presentations, etc. * Assist in the revision, finalization and timely submission of key resource mobilization documents to ensure alignment to FAO standards in line with the requirements of donors. * Promote and engage in collaborative work in integrated programme development across technical teams in FAO Uganda (eg. climate change, forestry, food security and livelihoods). * Assist programme development and partnerships colleagues in ensuring that programming is (i) done in partnership with key external stakeholders drawn from across sectors in an integrated and crosscutting manner and (ii) integrates climate change targets as a key strategy in support of the GoU’s Nationally Determined Contributions. * Establish and maintain regular contact with the UN system in Uganda, actively explore opportunities for joint programming and partnership in line with the Cooperation Framework and FAO’s CPF and ensure FAO’s substantive participation in the updates to the Common Country Analysis, the Cooperation Framework, and Joint Work Planning. * In close collaboration with programme/technical personnel, promote partnerships beyond the UN family including, but not limited to, the private sector (including financial institutions/service providers) for innovation and sustainability, civil society for a rights-based approach that emphasizes accountability, and academia/research institutions to promote innovation and uptake of innovative practices, technologies and inputs. | | | | | |
| key performance indicators | | | | | |
| **Expected Outputs**: | | | | | Required Completion Date: |
| Timely completion of tasks assigned by the Supervisor. | | | | | By deadlines indicated. |
| **REQUIRED COMPETENCIES** | | | | | |
| **Minimum requirements:**   * Enrolled in an under-graduate, graduate degree programme in Social Sciences or Agricultural Sciences in a “bona fide” educational institution at the time of application or recent graduate. * Working knowledge (proficient – level C) of English and limited knowledge (intermediate – level B) of another FAO official language (Arabic, Chinese, French, Russian or Spanish).   **Additional Requirements:**   * Able and willing to network with FAO colleagues beyond immediate supervisor and located outside Uganda. * Proactive, respects deadlines, willing to learn on the job. * Ability to work in teams and with people of diverse backgrounds. | | | | | |
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