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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | |
| **Job Title:** | Environment & Natural Resources Management | | | | |
| **Division/Office:** | | Programme Section, FAO Representation in Viet Nam | | | |
| **Duty Station:** | Hanoi, Viet Nam | | | | |
| **Linkage to FAO’s Four Betters:** | Better Production (50%) and Better Environment (50%) | | | | |
| **Start Date of Assignment:** | | July 2025 | **Duration and**  **End Date:** | | 6 months |
| **Report to, name of supervisor:** | | Nguyen Song Ha | **Title:** Assistant FAO Representative (Programme) | | |
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| General Description of task(s) and objectives to be achieved | | | | | |
| **Background:**  Viet Nam is a middle-income country which has witnessed rapid economic growth with impressive results in poverty reduction over the past 25 years. The country has deepened its integration into global and regional institutions such as the UN and ASEAN. Its current path of development is guided by the Socio-Economic Development Strategy 2021-2030 and Socio-economic Development Plan 2021 - 2025 endorsed by the Government in the first quarter of 2021. Though a lot of socio-economic improvements have been observed in the past decades, there are still poverty gaps in certain places where food security and natural resources bases are threatened. Institutional coordination should also be improved to enforce legal and policy instruments endorsed for development.  FAO is a specialized agency of the United Nations. With presently 194 member states, FAO works in more than 130 countries worldwide, including Vietnam where the Organization has operated since 1978. The current Country Programming Framework (CPF) for the period of 2022‑2026 has four priority areas: (1) One Health; (2) Climate change response, environment and natural resources management; (3) Food safety, sustainable production and consumption, and equitable livelihoods for all; and (4) Governance, Gender and PWDs.  As part of the Development Cooperation Trainee Programme, organized by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ, a trainee will be assigned to the FAO Country Office in Vietnam. The incumbent’s work will primarily focus on Outcome 3 (Shared Prosperity through Economic Transformation) of the CPF, with occasional contributions to Outcome 2 (Climate Change Response, Disaster Resilience and Environmental Sustainability).  **Duties and Responsibilities:**   1. Contribute to project programming and, thus,  * Assist in the design of selected projects, including drafting proposals and preparing project plans; * Contribute to monitoring and evaluation efforts to ensure effective implementation and impact assessment; * Facilitate collaboration and communication with other UN agencies, donors and partners; and, * Support FAO Vietnam’s role in policy advocacy within the UN framework, including drafting reports, policy documents and briefs as required  1. Promote the establishment of regular exchange formats between GIZ Vietnam and FAO Vietnam to foster stronger cooperation; 2. Participate in FAO Vietnam team meetings, stakeholder consultations, outreach initiatives and field missions conducted by FAO Vietnam; and, 3. Perform other related duties as required. | | | | | |
| key performance indicators | | | | | |
| **Expected Outputs**: | | | | **Required Completion Date:** | |
| 1. Timely and successful delivery of the tasks assigned, without over-expenditure or delays; 2. Effective support to FAO’s partners and stakeholders (reflected in back-to-office reports (BTORs)/meeting minutes or summaries); 3. An end of assignment (EoA) report, describing key deliverables; | | | | 1. Before the NTEs. 2. 30 days of mission/meeting completion. 3. 5 days before the NTE date. | |
| **REQUIRED COMPETENCIES** | | | | | |
| **Minimum requirements:**   * Candidates must be enrolled in an undergraduate or post graduate programme in a bona fide educational institution in Natural Resources Management, Climate Change or Environmental Studies, or other closely related filed at the time of the application, or recent graduates of such an institution. * Working knowledge of English (proficient-level C) and limited knowledge of another FAO language (Arabic, Chinese, French, Russian or Spanish). * MS computer package. | | | | | |
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