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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | |
| **Job Title:** Project Assistant |  | | | | | |
| **Division/Office:** RLC | |  | | | | |
| **Duty Station:** Santiago, Chile |  | | | | | |
| **Linkage to FAO’s Four Betters:** |  | | | | | |
| **Start Date of Assignment:** July 2025 | | |  | **Duration and**  **End Date:** 6 months |  | |
| **Report to, name of supervisor:** Dulclair Sternadt | | |  | **Title:** Partnerships Officer, RLC |  | |
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| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  The Regional Office for Latin America and the Caribbean supports countries by monitoring food security, assisting in the development and implementation of strategies, laws, and hunger eradication programs, promoting family farming, agricultural and rural development, and climate change adaptation.  The project TCP/RLC/4009 "Development, strengthening, and promotion of governance mechanisms for the transformation of food systems leaving no one behind" aims to expand food system governance in the region by contributing to the inclusion of more non-governmental actors, particularly civil society organizations (CSOs) linked to the Alliance for Food Sovereignty, academic partners involved in the FAO Campus initiative, and private sector entities (with a priority for formal ones and associations) with formal agreements (such as signed documents, like a Memorandum of Understanding), especially cooperatives. |   **Duties and Responsibilities:**   1. Support tasks related to the International Year of Cooperatives. 2. Update the database of non-governmental organizations. 3. Provide support in designing and conducting workshops for national representations and regional webinars: developing agendas, systematizing events, and organizing. 4. Populate the CRM system with information from private sector entities, academia, and civil society to advance the formalization process of alliances with these sectors. 5. Provide support for tasks related to FAO RLC’s work with non-governmental actors: attending meetings, preparing minutes, reviewing concept notes, etc. 6. Other activities to be defined based on presented needs. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: |
| 1. Report on completed tasks. | | | | | | At the end of internship |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**  (i) Education Requirements: Graduates or those about to graduate with a degree in fields related to engineering, agribusiness, social sciences, or environmental studies.  (ii) Languages • High proficiency in Spanish. • Advanced proficiency in English.  (iii) Additional Skills Requirements: • Proficiency in Microsoft Office (Word, Excel, PowerPoint). • Knowledge of the political, social, and economic context of Latin American and Caribbean countries. • Ability to write minutes and technical reports clearly and concisely. | | | | | | |
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