**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Partnerships Fellow - Food and Agricultural Commodity Systems (FACS)

Sector of assignment: Bureau for Policy and Programme Support, Nature Hub

Organizational unit: Food and Agricultural Commodity Systems

Country and Duty Station: Panama City, Panama/ New York, USA

Expected duration: 6 months (additional 3-6 depending on funding)

Expected starting date: 1. May 2025

Supervisor’s name: James Leslie

Supervisor’s title: FACS Global Programme Manager

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

UNDP Nature Hub is the arrowhead of UNDP’s commitment to a “Nature Pledge” that aims to put nature at the heart of sustainable development. UNDP’s Nature Pledge for 2030 focuses on three systemic shift areas: value shift, economic and finance shift and policy and practice shift;  that are necessary to trigger accelerated and scaled action for achievement of the Kunming-Montreal Global Biodiversity Framework (GBF).  A Global Value shift aims to change narratives and behaviours and place nature at the heart of development and across sectors, including governance, economics, finance, health, and conservation, to drive progress across the SDGs.  An Economic and Finance shift will help ensure that natural capital is valued alongside financial and human-made capital by decision-makers. A Policy and Practice shift aims to deliver change at scale on the ground, led by countries, grounded in local communities, and informed by Indigenous peoples' knowledge. This will build on a 3 billion portfolio of nature-related projects in 140 countries.

The Nature Hub comprises 10 pillars, namely (i) Ecosystems and Biodiversity; (ii) Integrated Landscape Management; (iii) Ocean and Water Governance; (iv) Biodiversity Finance; (v) Food and Agricultural Commodities Systems; (vii) Environmental Governance; (vii) Global Engagement and Advocacy; (iix) Nature for Development Programme; (iv) Nature Pledge Coordination; and (x) Management and Operation. The Hub has around 180 global and regional personnel, and additionally over 300 personnel in countries.

The Food and Agricultural Commodity Systems (FACS) team contributes to the Nature Pledge through supporting the transformation of food and agricultural commodity systems into resilient, equitable, inclusive, environmentally, socially and economically sustainable systems. With a global portfolio invested in projects related to Food and Agricultural Commodity Systems and spread over 137 countries, UNDP seeks to promote a new paradigm for food and agricultural commodity systems that is based on diversified, resilient, agroecological systems and value chains which work simultaneously on achieving economic, environmental, social and health outcomes, with smallholders central to the transformation as the engine of economic development.

The UNDP FACS Strategy focuses on 3 key areas:

1. Forest-Positive Agriculture

UNDP FACS seeks to eliminate deforestation and conversion from key food and agricultural commodities systems, while improving livelihoods and resilience for women, small producers and indigenous people.

Corrective actions to address the impact of global food production and trade on forests and climate change is now evolving from deforestation-free supply chains to forest positive strategies, highlighting the opportunities of sustainable production while tackling potential bottlenecks in supply chains. FACS workstreams include:

* *Integrated supply chain approach:* promoting a systemic approach to sustainability that encompasses the entire commodity supply chain.
* *Multistakeholder collaboration processes for policy reforms:* Processes and tools to align stakeholders directly in producing countries with differing interests, power, and voices within a shared vision.
* *Connecting scales from global to national and subnational:* UNDP works to strengthen at national level the connection between national commitments to global conventions, specifically linking national food systems policies through NDCs and National Biodiversity Strategies Action Plans (NBSAPs).

1. Sustainable Production Landscapes

Supporting multi-stakeholder dialogue and effective collaborative action among stakeholders to transform the way food and agricultural commodities are grown and traded.

* *Jurisdictional Approaches:* Catalysing the transformation across jurisdictional levels
* *Land use planning:* Protecting forests through inclusive land planning processes
* *Strengthening farmer support systems*: Supporting the transition towards sustainable agricultural production applying the UNDP Farmers Support Systems Toolkit
* *Understanding causality in landscapes* through the utilizationof Causality Assessment for Landscape Interventions (CALI) methodology, providing an integrated, systems-informed approach for project teams and partners to continuously reflect on the validity of their Theory of Change.

1. Food Systems Transformation

A holistic approach to food systems transformation and resilience, addressing structural and systemic factors that will strengthen food systems for future crises. FACS work focuses on:

* *Food systems governance:* Policy design needs to put a systems approach at its core, with governance arrangements adjusted within and across countries and stakeholders. A systems approach requires strengthening cross-sectoral, multi-stakeholder governance and collaboration processes that connect food systems transformation with multidimensional analysis, planning, budgeting, implementation and learning
* *Policy coherence for food systems transformation*: Engaging the whole of government to boost impact on the ground aligning public policies to drive transformational change.
* *Food systems resilience:* strengthen food systems making them sustainable, inclusive and equitable, healthy, and resilient.

The FACS team is currently composed of 33 international team members. The management and operational team is comprised by 7 people located in the UNDP Regional Hub for Latin America and the Caribbean in Panama City. The rest of the team, 26 people, are home-based.

**III. DUTIES:**

Under the supervision of the FACS Global Programme Manager, the Partnerships Fellow will support the team in identifying and strengthening partnerships and assisting in resource mobilization efforts to advance FACS initiatives.

The Fellow will have the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Research and data management for resource mobilization**   * Conduct background research on potential donors, funding opportunities and partnership trends. * Collect and organize information on past funding efforts and donor priorities. * Maintain an internal database tracking donor funding cycles, thematic focus areas and relevant contact points. * Review and summarize reports, articles and case studies relevant to resource mobilization and partnerships * Assist in the design and development of FACS related projects by conducting background research and data collection. * Monitor key events of relevance to the FACS portfolio | **50%** |
| 2 | **Internal documentation and partnership intelligence**   * Support the organization and maintenance of internal records on past and ongoing partnerships. * Compile summaries of donor engagement history and funding trends. * Organize internal resources, ensuring key documents such as funding proposals, reports, and donor materials are accessible and up to date. * Track and document lessons learned from previous resource mobilization efforts. | **20%** |
| 3 | **Knowledge sharing and strategic communication support**   * Contribute to knowledge-sharing initiatives within the FACS team. * Create visually engaging presentations and simple data visualizations. * Support the RM and Communication team to prepare promotional material to enhance fundraising and partnership efforts. * Develop talking points and meeting briefing notes. | **20%** |
| 4 | **Other:**   * Support other/ad hoc activities that contribute to the efficiency of the team’s fundraising and partnership efforts | **10%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently in the final year of a Bachelor’s degree; or
* currently enrolled in a postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: economics, international development, environmental science, agriculture, food systems, or related fields or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Knowledge of other mapping or tracking system tools, such as PowerBi or similar ones, highly desired.

**Language skills:**

* English is required;
* Knowledge of another UN language is an advantage.

**Other competencies and attitude:**

* Interest and motivation in working in an international organization;
* Interest and motivation in partnerships and resource mobilization;
* Good analytical skills in gathering and consolidating data and research for practical implementation, including data visualization;
* Outgoing and initiative-taking person with a goal-oriented mind-set;
* Communicates effectively when working in teams and independently;
* Good in organizing and structuring various tasks and responsibilities;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Responds positively to feedback and differing points of view;
* Consistently approaches work with energy and a positive, constructive attitude.