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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | |
| **Job Title: Nutrition Intern** |  | | | | | |
| **Division/Office: SFS** | | (Sub-Region Office for Southern Africa) | | | | |
| **Duty Station: Harare Zimbabwe** |  | | | | | |
| **Linkage to FAO’s Four Betters:** | This is aligned in **Better Nutrition** particularly on healthy diets with links to Better Production which through a nutrition sensitive Agriculture food system (farm to plate) will enable availability and access of diversified and nutritious foods which would promote Better Life | | | | | |
| **Start Date of Assignment: 5 July 2025** | | |  | **Duration and**  **End Date:** | **30 Nov 2025 (5 months)** | |
| **Report to, name of supervisor:**  Mercy Chikoko | | |  | **Title:** | Nutrition Officer | |
|  | | | | | | |
| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  The Food and Agriculture Organization of the United Nations (FAO) is an intergovernmental organization with 194 Member Nations, two associate members and one member organization, the European Union. Its Sub-regional Office for Southern Africa (SFS) focuses on supporting 15 countries in the region.  One of four FAO's strategic objectives is Better nutrition, aligning with the UN's Sustainable Development Goal 2 and also linked to 10 other SDGs (1, 3, 4, 5, 6, 8, 10, 11, 12, & 16). SFS supports this by promoting healthy diets, dietary assessments nutrition-sensitive food systems, and food-based dietary guidelines.  The objectives of the internship are to offer a unique learning experience to students or recent graduates that complements their studies by providing practical, hands-on experience in an international working environment. The internship also aims to increase the intern's understanding of FAO's objectives, strategies, and programs; and how FAO delivers its mandate in supporting member states. FAO will also benefit from the knowledge and skills of young, motivated students or recent graduates whose academic studies/specializations are in fields relevant to FAO's activities. |   **Duties and Responsibilities:**  Under the guidance and supervision of the SFS Nutrition Officer, the incumbent will be responsible for the following activities:  o Assist with FAO’s support to countries on development of Food Based Dietary Guidelines  o Assist with analyses relevant technical information, data and/or statistics on nutrition for input in various documents, studies, field projects, and/or assessments  o Assist with project formulation, implementation and document best practices from field projects.  o Assists and collaborates in the development of training tools and materials and the organization of workshops, etc.  o Participates in the organization and follow-up of meetings, consultations and conferences, the production of required materials and the provision of information and assistance to partners  o Contributes to the preparation of technical documents and reports  o Perform any other tasks as needed. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: |
| A summarized document from existing FBDGs manual that is simple and user friendly for consumers with limited knowledge in nutrition. | | | | | | 5 weeks after recruitment |
| A least one workshop report | | | | | | 2 weeks after a workshop |
| A report on FBDGs messages feedback analysis | | | | | | 8 weeks after recruitment |
| At least one donor proposal for funding developed | | | | | | 1 2weeks after recruitment |
| At least one knowledge product co-published in the media. | | | | | | 14 weeks after recruitment |
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| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   1. A Recent university degree or on going university studies in nutrition or closely related field. 2. Working knowledge of English. 3. Demonstrated excellence in oral and written presentation skills in English. 4. Strong interpersonal skills and ability to work well within multi-sector and multi-agency working groups; 5. Good knowledge of word and data management programs. 6. Attention to detail and strategic thinking | | | | | | |
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