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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | |
| **Job Title:** | Horticulture database Intern | | | | | |
| **Division/Department:** | | Sub-regional Office for the Pacific Islands (SAP) | | | | |
| **Location:** | Apia, Samoa | | | | | |
| **Linkage to Strategic Objectives** | GCP/SAP/002/JPN | | | | | |
| **Expected Start Date of Assignment:** | | | ASAP | **Duration:** | 6 months | |
| **Report to:**  Joseph Nyemah | | | Food and Nutrition Officer |  |  | |
|  | | | | | | |
| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  The intern will provide work collecting, organizing and systematizing relevant technical material on crop production and protection from FAO and external organizations produced and published within the Sub-region of Asia-Pacific (SAP). |   **Duties and Responsibilities:**   * Conduct stocktaking exercise and collect existing technical material prepared and/or published by FAO at sub-regional level including all countries in SAP and other selected regional organizations, related to crops production and protection, including cereals, fruit, vegetables, roots and tubers, mushrooms, herbs and condiments and fodder in urban and rural areas. * Prepare and organize a database of material, incorporating information on researched documentation: type (technical sheet, trainings, crop manuals, etc.), year, type of crop, target audience (farmers, trainers, and extension agents). * Analyze, systematize and comment the researched material, including recommendations for future improvements and use. * Upload documentation on a dedicated FAO webpage or shared folder. * Support the Plant Production and Protection Officer in SAP for all activities related to collecting, organizing and systematizing technical material.   Contribute to other Sub-regional related initiatives. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: |
| 1. Draft Database on researched material 2. Database uploaded in the FAO webpage or shared folder | | | | | | 1. 22 November 2021 2. 31 September 2021 |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * University degree in Fisheries, marine or coastal resource management, International Development, Natural Resource Management, Development Studies, Economics, Political Sciences, or other relevant field. * Strategic thinker with well-developed analytical skills and attention to detail, and experience in planning and consultation processes a positive. * Ability to prepare concise reports according to United Nations standards and donor requirements.   Excellent oral and written skills in English including some experience. | | | | | | |
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