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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | | |
| **Job Title:** | | Climate Change Intern | | | | | |
| **Division/Department:** | | | Sub-regional Office for the Pacific Islands (SAP) | | | | |
| **Location:** | Apia, Samoa | | | | | | |
| **Linkage to Strategic Objectives** | SO2, SO3, SO4, SO5 | | | | | | |
| **Expected Start Date of Assignment:** | | | | As soon as possible | **Duration:** | 6 months | |
| **Report to:**  Madankumar Janakiraman & Malia Talakai | | | |  |  |  | |
|  | | | | | | | |
| General Description of task(s) and objectives to be achieved | | | | | | | |
| |  | | --- | | **Background:**  The FAO subregional Office for the Pacific Islands was established in 1996 in Samoa to coordinate the work of FAO in the Pacific region. The member countries are Cook Islands, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, and Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. The FAO Subregional Office for the Pacific Islands (FAO SAP) is a technical hub which supports 14 countries in the Pacific. It is responsible for developing, overseeing and implementing programmes and projects to address food security, nutrition, agriculture and rural development priorities. FAO SAP works with national governments and other stakeholders to identify priority areas for national and regional assistance. The biennial meeting of FAO South West Pacific Ministers for Agriculture aligns FAO assistance with the priorities of the region. FAO SAP fosters partnerships with relevant government ministries, private sector and farmers’ organizations and NGOs in the Pacific. |   **Duties and Responsibilities:**  **Climate Change Team**   * Assist the Climate Change team with desk top assessments, mapping on a number of topics including, green city initiatives in the Pacific; * Assist the Gender Focal Point with gender capacity needs survey and organizing gender mainstreaming workshops/webinars; * Assist in the organization and participation in the planning of workshops or email/skype discussions with local stakeholders and project partners for the preparation and implementation of the work plans and budgets, feeding into the overall project work plan and budget; * Assist project staff, and in consultation with the SAP Communication Officer, in developing project communications to support project and resource partner visibility and coordinate its implementation; * Assist with the preparation of workshop and projects reports; * In close collaboration with relevant teams, contribute to partnerships and network building on climate change internally and externally; * Perform other duties as required. | | | | | | | |
| key performance indicators | | | | | | | |
| **Expected Outputs**: | | | | | | | Required Completion Date: |
| Finalise internship workplan  Monthly report submitted  Final internship report | | | | | | | 3 weeks after arrival  30th of every month  End of contract |
| **REQUIRED COMPETENCIES** | | | | | | | |
| **Minimum requirements:**   |  | | --- | | * University degree in environmental science, natural resource management, climate-related fields, social sciences, agriculture, plant sciences or a related field; * Minimum 1 year relevant experience in the field of climate change adaptation, natural resource management, social and environmental impact assessment in the context of project or programme development; environmental and social; * 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. | | | | | | | | |
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