



## FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

### Terms of Reference for Intern

<b>Name:</b>	
<b>Job Title:</b>	Intern
<b>Division/Department:</b>	FAO-Egypt
<b>Programme/Project Number:</b>	
<b>Location:</b>	Cairo, Egypt
<b>Expected Start Date of Assignment:</b>	ASAP
<b>Duration:</b>	11 months after the EOD
<b>Reports to:</b>	<b>Name:</b> Hussein Gadain <b>Title:</b> FAO representative in Egypt

#### GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

##### BACKGROUND

The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

The Internship Programme is a learning opportunity aiming to attract talented young women and men who are strongly motivated to share their new perspectives, innovative ideas and latest research experience in FAO's domains. At the same time, the Programme provides FAO with the assistance of qualified individuals specializing in relevant fields in connection to [FAO Strategic Objectives](#) and [UN Sustainable Development Goals](#).

##### TASKS AND OBJECTIVE

Under the overall supervision of the FAO Representative in Egypt and in close collaboration with the Assistant FAO Representative and FAO-Egypt team, the intern will support the country office in work relating to the FAO Egypt Country Programming Framework (CPF) 2018-2022 and priorities set by the Ministry of Agriculture and Land Reclamation, with a particular focus on CPF priority #3 "Sustainable use of natural agricultural resources".

The intern will support FAO Egypt in all programmatic aspects, including development and implementation. In particular, he/she will be substantially involved in activities related to the following:

- Monitoring projects and activities, in collaboration with project managers and FAO Egypt core staff including checking and compiling annual and quarterly work plans and reports
- Developing technical concept notes to support programme development

His/her main tasks will be:

- Provide support for the development and implementation of projects and activities relating to sustainable use of natural agricultural resources in FAO Egypt, and support the formulation, design, and planning of new initiatives programmes/projects in close collaboration with FAO HQ and Regional Office;
- Participate in task forces/workshops etc. in relation to sustainable use of natural agricultural resources
- Take stock on the different key actors for the implementation of rural development strategies in the country (public, private, NGOs, etc.)
- Contribute to the development of communication material and raise the visibility of FAO's contribution to the agriculture sector in Egypt and more specifically to the Sustainable use of natural agricultural resources;
- Closely follow-up CPF priority #3 and report on progress made regarding the various expected outputs as compared to target indicators mentioned in the CPF document
- Support missions from RNE office and HQ in relation to FAO Egypt's programme including logistical aspects of preparation for meetings, workshops events and field activities;
- Perform other tasks as needed.

#### KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> <li>- Concepts notes</li> <li>- Projects documents and periodical reports: Annual and quarterly work plans and evaluation reports</li> <li>- Draft Communication materials and/or messages</li> <li>- End of assignment report with findings and recommendations</li> </ul>	By end of assignment