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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | |
| **Job Title:** | Intern for Resource Mobilization | | | | | |
| **Division/Office:** | | FAOSAP | | | | |
| **Duty Station:** | Apia, Samoa | | | | | |
| **Linkage to FAO’s Four Betters:** |  | | | | | |
| **Start Date of Assignment:** | | | ASAP | **Duration and**  **End Date:** 6 to 11 months |  | |
| **Report to, name of supervisor:** Fiasili Lam | | |  | **Title:** | Policy Officer | |
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| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  The FAO Subregional Office for the Pacific Islands (FAOSAP) services 14 member countries, Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu. Collaboration with it’s member countries is governed under the FAO Multi-Country Programming Framework for the Pacific Islands (CPF), the latest iteration currently under development for implementation in 2023-2027.  The implementation of the CPF is carried out in collaboration with: relevant key government partners; UN and development agencies; private partners and civil society organizations; and research and academia working in the related areas under the CPF.  The resource environment in the Pacific region is characterized by the prevalence of a few large resource partners, including bilateral partners, international financial institutions and vertical funds. The competitive nature of the search for funding requires FAO to be proactive in its resrouce mobilization activities. Against this background, the *Resource Mobilization and Partnership Strategy for the Pacific Islands 2022-2027* identified funding opportunities in line with FAO’s Strategic Framework 2022-31 and its four aspirations.  FAOSAP continues to explore opportunities to accelerate its programme implementation and expand its resource mobilization opportunities and base for ongoing funding for its member countries.  Under the overall supervision of the FAO Sub-Regional Coordinator for the Pacific Islands and FAO SAP, and the direct supervision of the Policy Officer, Resource Mobilization Intern will ensure timely and successful implementation of the Resource Mobilization and Partnerships Strategy in accordance with FAO’s guidelines and procedures. The Resource Mobilization Intern will perform the below duties and responsibilities. |   **Duties and Responsibilities:**   * Expand and update database of FAOSAP partners; * Organize relevant partners meetings to seek funding support; * Support the coordination hybrid meeting with FAO CSO and Private Sector partners in the Pacific; * Manage information and knowledge products related to resource Mobilization and store all relevant knowledge products, information and documents in a shared drive, including its regular update; * Develop resource mobilization material for partners in collaboration with the communications team ensuring targeted material to different partners; * Provide Secretariat support to the Resource Mobilization Committee and its relevant meetings; * In regular consultation with SAP communication team to work on a distribution flow of FAO related material to relevant partners for their information; * Support Resource Mobilization focal point to provide the necessary briefing to the SRC when a meeting with partners is required; * Perform any other duties as required by the direct supervisor. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: |
| * Updated database of FAOSAP partners * Partners meetings completed * Hybrid meeting for CSOs and Private Sector completed * Folders for resource mobilization updated * Meetings provided with secretariat support * Resource Mobilization materials developed | | | | | | Ongoing |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * Enrolled in an under-graduate, graduate degree programme in International Development, Agriculture, Food Security, Fisheries, Natural Resource, Management or a relevant discipline in a “bona fide” educational institution at the time of application or recent graduate. Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at [http://www.whed.net/](http://www.whed.net/home.php). * Candidates should be aged between 21 and 30. * Knowledge on FAO goals, climate change issues, SDGs, and food security and nutrition security * Ability to work as a member of a team * Working knowledge of English * Experience in organizing workshops, webinars, trainings and project activities is an asset | | | | | | |
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