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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 | | | | |
| **Division/Office:** | | FAO Indonesia | | | |
| **Duty Station:** | Jakarta, Indonesia | | | | |
| **Linkage to FAO’s Four Betters:** | All four betters | | | | |
| **Start Date of Assignment:** | | June 2023 (or later) | **Duration and**  **End Date:** | 11 months | |
| **Report to, name of supervisor:** | | Rajendra Aryal | **Title:** | FAOR in Indonesia | |
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| General Description of task(s) and objectives to be achieved | | | | | |
| **Background:**  Indonesia is the largest country in Southeast Asia that Composed of more than 17,500 islands. This massive archipelago crossing the ecologically significant Wallace line (e.g., the transition zone between Asia and Australia) means that Indonesia encompasses highly diverse ecosystems and globally important habitats. As an archipelagic country, Indonesia is highly vulnerable to climate change impacts such as floods, droughts, sea level rise, shifting rainfall patterns and rising temperature. The impacts will affect about 267 million Indonesian population who 45 percent live in rural areas. Agriculture is considered as one of large employment sectors in Indonesia with 64 percent of poor rural households engage in agricultural production. Indonesia is currently on the process of food systems transformation. The transformation process is directly linked to the Food Systems Summit Dialogues in Indonesia and to the outcome document presented at the UN Food Systems Summit, namely the Indonesia Strategic National Pathways for Food Systems Transformation.  The development of sustainable and inclusive food systems is emerging as one of the most effective areas for transformative change leading to sustainable development. As a multi-dimensional, and multi-sectoral approach, it requires integrated policy, and innovative institutional and governance arrangements, with the engagement of different institutional and non-governmental actors, and the mobilization of knowledge and resources. Supporting this transformation, The Ministry of Agriculture needs high-tech platform to compile real-time data to access the transparent information and the provenance of products goes to the market. FAO and MoA has collaboratively built National Strategy of E-agriculture and Data Collection Platform in harnessing data and information resources to be able to achieve the agriculture vision.  FAO Indonesia in-country office established since January 1979 and since then has developed into an organization with active on-going projects valued more than USD 60 million. The fund sourced from various donors for project implemented in national, regional, and global levels that requires collaboration with wide range stakeholders in the project design and implementation. The office has wide range and deep technical expertise in, but not limited to food system, agriculture, climate change, animal health, biodiversity conservation, aquaculture, forestry, and peatlands. FAO Indonesia welcomes collaboration with relevant stakeholders and open opportunity to share first-hand working experience with students to enable wider impacts of the project implementation. FAO Indonesia thus wishes to recruit an intern from China Scholarship Council (CSC) to support the existing projects relate to biodiversity, climate change, food systems and digital agriculture. Furthermore, the intern is expected to support FAO Indonesia in other relevant programme, operations and communications related works as well, as necessary.  **Duties and Responsibilities:**  Under the overall guidance of the FAO Representative, and in close collaboration with FAO Program Team, the intern will carry out the following tasks:   * Support in formulating project concept note or proposal on various areas ranging from agri-food systems transformation, food loss and waste, digital agriculture, and other relevant areas by compiling relevant information, preparing summary, and analyzing them as necessary. * Support in organizing workshops, seminars, training, and other relevant meetings with relevant stakeholders. * Participate in the activities and prepare minutes of meeting and/or brief report on attended event. * Support other relevant activities in developing programmatic, operational and communications related activities. * Prepare reports on progress achievements and issues related to project implementation, and * Perform other related duties as required. | | | | | |
| key performance indicators | | | | | |
| **Expected Outputs**: | | | | | Required Completion Date: |
| * Summary of information needed to formulate project concept notes or proposals. * Minutes of meeting * Workplan prepared and updated regularly. * Mission Reports | | | | | As necessary  As necessary  As necessary  As required |
| **REQUIRED COMPETENCIES** | | | | | |
| **Minimum requirements:**   * Enrolled in an under-graduate, graduate degree programme in Agriculture, Social Science, Environmental Science, or any other relevant subject 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). * Demonstrated strong analytical skills and capacity. * Excellent written and oral communication skills in English * Numerical analytical skills e.g. using spreadsheets or computer programs. * Proven capacity to work effectively in a multicultural environment and team. * Experience in working with wide range of stakeholders is an asset. * Candidates should be aged between 21 and 30. | | | | | |
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