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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | |
| **Job Title:** | Nutrition Intern | | | | | |
| **Division/Department:** | | SFS (Sub-Region Office for Southern Africa) | | | | |
| **Location:** | Harare, Zimbabwe | | | | | |
| **Linkage to Four Betters:** | This is aligned in Better Nutrition particularly on healthy diets with links to Better Production which through a nutrition sensitive Agriculture food system (farm to plate) will enable availability and access of diversified and nutritious foods which would promote Better Life | | | | | |
| **Expected Start Date of Assignment:** | | | ASAP | **Duration:** | 6 to 11 months | |
| **Report to:** | | | Mercy Chikoko |  | Nutrition Officer | |
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| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  The Food and Agriculture Organization of the United Nations (FAO) is an intergovernmental organization with 194 Member Nations, two associate members and one member organization, the European Union. FAO has its headquartered in Rome, Italy, Regional Offices, and is present in over 130 countries.  FAO's Sub-regional Office for Southern Africa (SFS) is a subsidiary of FAO’s Regional Office for Africa. The principal function of SFS is the overall identification, planning and implementation of FAO’s priority activities based on the needs of the 15 member countries in the sub-region and Southern Africa Development Community (SADC). SFS supports member states in implementing strategies for addressing priorities related to sub-regional food and nutrition security, agriculture and rural development.  One of the four FAO strategic Objective is Better Nutrition which is mainly linked SDG 2 which aims to end hunger and malnutrition in all its forms by 2030. Better Nutrition is also linked to 10 other SDGs (1, 3, 4, 5, 6, 8, 10, 11, 12, & 16) whose achievement are impacted by nutrition outcomes. One of the SFS areas of focus is healthy diets with the aim of raising levels of nutrition through support to appropriate policies, strategies and methodologies for a nutrition-sensitive agricultural and food systems hinged in Better Production, Better Environment and Better Life. These linkages include programs on value chains, market linkages, post-harvest handling and agro-processing.  Under Better Nutrition; FAO SFS areas of support to countries include Food Based Dietary Guidelines (FBDG), dietary assessments, Nutrition Sensitive Agriculture, effective nutrition promotion programmes and policy support. FAO is committed to supporting SADC Member States in their efforts to improve nutritional outcomes as stated in the Rome Declaration on Nutrition (November 2014) and United Nations Decade of Nutrition Action.  The objectives of the internship is to offer a unique learning experience to students or recent graduates that complements their studies by acquiring practical and hands on experience in an international working environment. The internship also aims at increasing the intern’s understanding of FAO’s objectives, strategies and programmes; and how FAO delivers its mandate in supporting member states. FAO will also benefit from the knowledge and skills of young and motivated students or recent graduates whose academic studies/specializations are in fields relevant to FAO’s activities |   **Duties and Responsibilities:**  Under the guidance and supervision of the SFS Nutrition Officer, the incumbent will be responsible for the following activities:  o Assist with FAO’s support to countries on development of Food Based Dietary Guidelines  o Assist with analyses relevant technical information, data and/or statistics on nutrition for input in various documents, studies, field projects, and/or assessments  o Assist with project formulation, implementation and document best practices from field projects.  o Assists and collaborates in the development of training tools and materials and the organization of workshops, etc.  o Participates in the organization and follow-up of meetings, consultations and conferences, the production of required materials and the provision of information and assistance to partners  o Contributes to the preparation of technical documents and reports  o Perform any other tasks as needed. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: |
| 1. A summarized document from existing FBDGs manual that is simple and user friendly for consumers with limited knowledge in nutrition. | | | | | | 8 weeks after recruitment |
| 1. A least one workshop report | | | | | | 2 weeks after a workshop |
| 1. A report on country nutrition situation review | | | | | | 12 weeks after recruitment |
| 1. At least one donor proposal for funding developed | | | | | | 16 weeks after recruitment |
| 1. At least one knowledge product co-published in the media. | | | | | | 20 weeks after recruitment |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   1. Enrolled in an under-graduate, graduate degree programme in Nutrition, Food Security or closely related field 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). 2. Candidates should be aged between 21 and 30. 3. Working knowledge of English. 4. Demonstrated excellence in oral and written presentation skills in English. 5. Strong interpersonal skills and ability to work well within multi-sector and multi-agency working groups. 6. Good knowledge of word and data management programs. 7. Attention to detail and strategic thinking. | | | | | | |
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