



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Interns

Name:	
Job Title: Internship	
Division/Office: PSR European Bilateral Partners Team	
Duty Station: Rome	
Linkage to FAO's Four Betters: FO 7	
Start Date of Assignment: September 2023	Duration and End Date: 6 months
Report to, name of supervisor: Natalie Feistritzer	Title: Donor and Contract Relationship Officer

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

Background:

The PSR European Bilateral Partners Team manages the resource partner relationship between FAO and these partners in the framework of the mobilization and implementation of projects funded through voluntary contributions. The European Bilateral Partners Team supports all FAO stakeholders working with these partners to ensure compliance with both the resource partner as well as FAO rules and regulations, and ensures projects are following the applicable quality review and control processes.

Duties and Responsibilities:

The candidate will:

- Gain in-depth knowledge on the FAO and the contractual framework for voluntary contributions from member states of Europe.
- Become familiar with the FAO project cycle and the requirements for voluntary contributions of different European partners.
- Get insights into development cooperation policy of member states from European countries.
- Be part of the European Bilateral Partners Team and participate in weekly coordination meetings with colleagues of this team.
- Support the Team in addressing requests of various partners, including the preparation of bilateral meetings with partners.
- Support the identification of calls for projects issued by European partners in suitable for FAO application.
- Collect and analyse information available.
- Reporting on the findings.
- Any other tasks assigned.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none">• By the end of the internship the candidates should be able to actively participate in the coordination meetings of the PSR European Bilateral Partners Team's Group providing input and offering solutions.• By month two the candidate should have defined in collaboration with the coordinator and other relevant departments a list of possible entities from European partner's issuing call for proposals for potential application by FAO.• By the end of the internship the candidate should have identified main partners for call's for projects suitable for FAO application and present a related concise report to FAO colleagues.• The intern will contribute to the Functional Objective 7 with particular attention to 7.3. (7.3.1 and 7.3.4).	

REQUIRED COMPETENCIES

<p>Minimum requirements:</p> <ul style="list-style-type: none">• Advanced_University Degree in Economics, Law, International Relationships, Development Cooperation or other related fields.• Excellent knowledge of English, French and/or Spanish; including witting skills.• Proficient in the management of excel files, and other Microsoft office tools.
