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

Name:			
Job Title:**	Intern		
Division/Department:	FAO Iran		
Programme/Project Number:	N/A		
Duty Station:	Tehran, Islamic Republic of Iran		
Expected Start Date of Assignment:	1 March 2019	**Duration:**	Six months
Reports to:	***Name:*** Gerold Bödeker	***Title:***	FAO Representative

* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required **for the assignment** is as follows:
1 year for a category C 5 years for a category B 12 years for a category A

** Please enter a short title (max 25 chars) for this assignment.

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

Under the overall supervision of the FAO Representative and the direct guidance and supervision of the Assistant FAO Representative (Programme), the intern provides technical and operational assistance for programmes and projects of the FAO Representation. To that end, the incumbent performs the following specific duties:

- Collect and prepare data and information in the areas of FAO's activities in the country, namely:
  - Environmentally sustainable and climate smart agriculture;
  - Food safety and food security;
  - Resilient rural development; and
  - Knowledge based economy and society.
- Assist the Programme Unit on timely coordination of incoming project development missions.
- Prepare correspondence to verify data, answer queries, and obtain additional information on transactions and operational matters, as required.
- Process, format and proof-read reports, documents, publications and correspondence related to the work of the unit from draft texts.
- Review and direct correspondence, calls and queries to appropriate contacts and assist in the maintenance of PPU's filing system of technical and project documents and correspondence.
- Make arrangements for meetings, seminars and events, implement logistics, prepare correspondence, compile and distribute documents, make administrative arrangements.
- Carry out other specific operational tasks for programme/ project implementation as requested.
- Any other duties as requested.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
- draft workplan	1 April 2019
- Provision of Monthly reports on the progress against the pre-agreed workplan	First week of every month
- Provision of regular updates on the implementation of projects	tbd