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

Name:			
Job Title:**	Evaluation intern		
Division/Department:	Office of Evaluation (OED)		
Programme/Project Number:	n/a		
Duty Station:	FAO HQ, Rome		
Expected Start Date of Assignment:	1 March 2019	**Duration:**	6 months (NTE 31 July 2019)
Reports to:	***Name:*** Carlos Tarazona	***Title:***	Senior Evaluation Officer, OED

* 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 guidance of the Director, Office of Evaluation (OED) and the direct supervision of Mr Carlos Tarazona, Senior Evaluation Officer, the intern will support the conduct of the evaluation of FAO's work in statistics (75%) and a project evaluation (25%) through the following tasks:

1) Conduct a literature search, in both FAO documents and grey literature, for information on FAO's work in statistics, especially in the Asia Pacific region.
2) Prepare a draft report on the desk review conducted.
3) Assist in preparing the terms of reference of the evaluation of FAO's work in statistics, including the scoping and methodology of the evaluation.
4) Co-ordinate the conduct of a project evaluation, including liaising with FAO staff and project counterparts, selecting the evaluation team, preparing the terms of reference and providing quality assurance to the report.
5) Contribute to OED meetings, seminars and learning events, and report on key highlights, as needed.
6) Perform other tasks as required.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
Successfully undertake in a timely manner the duties as set out above.	As required by the supervisor and by the end of the contract.