



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

Name: International volunteering	
Job Title: World Food Forum Intern	
Division/Office: OYW – World Food Forum (Office of Youth and Women)	
Duty Station: Rome, Italy	
Linkage to FAO's Four Betters: All 4 Betters	
Start Date of Assignment: 20 May 2025	Duration and End Date: 6 months; 20 November

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

Background:

The Food and Agriculture Organization (FAO) of the United Nations leads international efforts to defeat hunger and to achieve food security for all and make sure that people have regular access to enough high-quality food to lead active, healthy lives. With over 194 member states, FAO works in over 130 countries worldwide. We believe that everyone can play a part in ending hunger.

FAO's Youth Committee was established in 2019 to tap into the potential of young employees as catalysts for change. The Youth Committee later created the World Food Forum and many youth partners from across the UN, as well as public and private institutions have since associated themselves with the World Food Forum.

As one of the main sponsors for the World Food Forum, FAO is searching for motivated interns to join and contribute to the World Food Forum events in 2023.

Launched in 2021, the World Food Forum (WFF) is an independent, youth-led global network of partners facilitated by the Food and Agriculture Organization of the United Nations (FAO). It aims to spark a global movement that empowers young people everywhere to actively shape agrifood systems to help achieve the Sustainable Development Goals (SDGs) and a better food future for all.

The WFF serves as the premier global forum to harness the passion and power of youth to identify solutions and incite positive action for agrifood systems. It aligns with the 2021 United Nations (UN) Food Systems Summit, acts as major youth platform in global food governance, and serves as a global think tank that fosters youth-led solutions in innovation, science and technology. The WFF aims to support and grow youth initiatives in the agrifood sector in line with global youth policy recommendations.

FAO and the Polytechnic University of Madrid (UPM) signed an internship Agreement as an opportunity for qualified students to obtain, additional knowledge and practical experience required to excel in the development field.

UPM is a public university and has the mandate and the objectives of maintaining a firm commitment to quality that extends to all its areas of action, including the creation, development, transmission and criticism of science, technology and culture.

The World Food Forum initiative is composed by different tracks which are the following:

- Youth Assembly: connecting and empowering young people around the globe with different backgrounds to discuss their local priorities and challenges, and identify innovative and actionable solutions for a better food future.
- Innovation Lab: bolstering innovation for sustainable development in support of ending hunger. Led by global youth, it engages the leaders of tomorrow, elevates the innovators and innovative solutions that are already making a difference, and aims to inspire the world to confront the threats that our agrifood systems face today.
- Education: aiming to provide access to knowledge and actionable solutions for healthy diets and a healthy planet, while inspiring children and youth everywhere to create a better food future for all.
- Culture: utilizing art, culture and creative expression (film, music, art, cooking) to connect youth around the globe through our shared passions in order to spark discussion and action around ongoing issues – from the COVID-19 pandemic to the triple planetary crisis of climate, pollution, and nature loss.
- Regional Action: connecting the dots to amplify country and regional actions and scale-up their impacts. It promotes and facilitates multi-sectoral linkages with key regional and global initiatives for the transformation of our agrifood systems, while exploring the link between access to healthy diets and the climate agenda, including the essential climate, biodiversity and nutrition nexus along the four WFF Tracks.
- Partnership, Fundraising, Marketing Communications and Outreach

Duties and Responsibilities:

Under the overall supervision of the Coordinator of the World Food Forum (WFF), the intern will undertake the following duties:

- Support planning, partnerships, promotion and management of the WFF Local Action Track and the Innovation Lab so that campaigns and events are executed on the agreed timelines;
- Work in close collaboration with the WFF Local Action and Youth Assembly to ensure the engagement of the Spanish Chapter in policy consultations;
- Work with the WFF Local Action team to support the implementation of activities of the Spanish National Chapter
- Coordinate activities with the WFF intern in the FAO Regional Office for Latin America and the Caribbean to ensure the expansion of the WFF at the regional level;
- Assist the creation of marketing and communications content (articles, videos, social media posts, newsletters, and additional content) related to the World Food Forum, in collaboration with all relevant tracks and offices;
- Collaborate with partners to further amplify the messages, events and content of the World Food Forum;
- Aid in the preparation and organization of the World Food Forum events (including note-taking, drafting of concept notes, e-mails, invitations, follow-up communication materials);
- Support engagements with internal and external partners (e.g.- other FAO divisions, private sector companies, influencers, marketing & design agencies and freelancers) to enhance and execute the campaigns;
- Support the Coordinator of the WFF and the WFF track leaders in other tasks that may arise.

All communication materials will follow FAO clearance processes and comply with FAO standards, including:

FAOSTYLE (English: <https://www.fao.org/3/cb8081en/cb8081en.pdf>; French: <https://www.fao.org/3/AC339FR/ac339fr.pdf>; Spanish: <https://www.fao.org/3/ac339s/ac339s.pdf>; Arabic: <https://www.fao.org/3/ac339a/ac339a.pdf>; Chinese: <https://www.fao.org/3/ac339c/ac339c.pdf>);

FAO terminology <http://www.fao.org/faoterm/>;

FAO Names Of Countries <https://www.fao.org/nocs/en>;

Story guidelines http://intranet.fao.org/fileadmin/user_upload/occ/Quick_Guides/UPDATED-Digital-Storytelling-Guide-EN-FINAL.pdf;

Story template http://intranet.fao.org/fileadmin/user_upload/occ/Quick_Guides/FAO-Stories-Template-UPDATED.pdf;

UN map standards (available to staff);

FAO Brand and policy book (available to staff).

Further guidance regarding FAO communications, policies and procedures can be found through the FAO intranet, OCC section.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none">Timely, high-quality completion of the projects and products listed above, as assigned based on organizational priorities.	20 November 2025

REQUIRED COMPETENCIES

Minimum requirements:

- Nationality: Candidates must be nationals of FAO Members.
- Age: Candidates must be aged between 21 and 30 at the start of their internship.
- Education: Candidates must be students enrolled in an under-graduate or graduate degree programme in a field relevant to sustainable development from a bona fide educational institution at the time of application, or recent graduates of such an institution (less than two years from graduation).
- Languages: Candidates must have working knowledge of at least one FAO language (Arabic, Chinese, English, French, Russian or Spanish). Knowledge of a second FAO language is an asset.
- Skills: Candidates must be able to adapt to an international and multicultural environment and have good communication skills.
- Immigration status: Candidates must have or obtain appropriate residence or immigration status in the proposed duty station prior to the start of the internship assignment.
- Family relationship: Individuals with family members (defined as mother, father, brother and sister) employed by FAO in any capacity are not eligible for internships. In case of a potential intern who is the spouse of an existing staff or non-staff member, his/her eligibility is subject to the same clearance procedures as those provided for under the Organizations' policy on spousal employment.
- No more than one internship assignment: Only one internship assignment is possible under the FAO Internship Programme