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# Food and Agriculture organization of the United Nations

### **Terms of Reference for Internship**

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| **Job Title:** Digital Innovation Intern |  | | | | | |
| **Division/Department:** IT Division (CIO) | |  | | | | |
| **Location:** HQ Rome |  | | | | | |
| **Linkage to Project number** |  | | | | | |
| **Expected Start Date of Assignment:** 9/2019 | | |  | **Duration:** | 3-11 months | |
| **Report to:** | | |  |  |  | |
|  | | | | | | |
| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  The Information Technology Division (CIO) is responsible for all IT activities within the Organization. CIO performs on behalf of the Organization the following critical roles: defining FAO IT policies and providing strategic advice on IT architecture and standards, governance, policy and operational matters while monitoring organizational compliance; defining the mechanisms for managing FAO’s information and data; protecting FAO’s information assets and ensuring confidentiality, integrity and availability; ensuring provision of IT services that are core for the Organization’s global operations and supporting the information and business processes; coordinating organization-wide IT activities in order to reduce duplication and fragmentation and to increase integration of information data, systems and platforms, mobilizing IT resources from across the Organization; manage and supervise the digital strategy, innovation and governance.  The Digital Innovation Team is focusing on rural households, youth and self-employed entrepreneurs in agricultural sector, working to overlap barriers of adoption and promoting digital inclusion that unlock new market opportunities and deliver significant socio-economic benefits that transform their lives, to accelerate poverty alleviation, job creation, and food security.  The intern will work with the Digital Innovation Team which is responsible for leading digital solutions and processes in FAO in addition to address innovative approaches and internal/external partnerships related to ICTs for development and to achieve the Sustainable Development Goals (SDGs) through 1) partnership developing; 2) capacity building. |   **Duties and Responsibilities:**  Under the general supervision of ­Partnership and Capacity Building team, the intern will execute activities within the team to improve the capacity of CIO innovations in partnership and capacity building. The intern will:   * Assist to research, prepare, establish, maintain and enhance partnerships with government institutions, private sectors, think tanks, donor organizations, social organizations, UN system and other stakeholders; * Assist to prepare concept note, grants and proposal; * Assist to the preparation and establishment of innovation lab/accelerator and digital agriculture center; * Assist to establish and promote youth for innovation and entrepreneurship; * Assist to prepare proposals for incubator or accelerator, and support the process of application * Assist to organize events, workshops, seminar, hackathons and challenge prize related to digital innovation; * Document lessons learned during establishing, and implementation phases of the innovation labs/digital agriculture center, and identify areas to improve efficiency and effectiveness and additional opportunities; * Participate in digital innovation planning, discussions and capacity building activities; * Prepare briefs, reports, analysis and minutes; * Perform any other related tasks as may be required. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: |
| * Timely and effective support regularly provided to current project implementation * Partnership and programme analysis reports, briefs and document regularly produced * Support of partnership establishment and management * Support of designing, preparation and coordination of the establishment of digital agriculture center and innovation lab * Support of partners and resources mapping and matching * Support of providing digital services to reach the smallholder farmers | | | | | |  |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * University degree in Computer Science, Social Science, Economics, Management, Communication or related field (Master and PhD degree preferred) * Knowledge and experience in establishment and management of digital agriculture and innovation lab * Knowledge and experience in partnership development * Knowledge and experience in programme management * Working knowledge of English   **FAO Core Competencies**   * Results Focus * Teamwork * Communication * Building Effective Relationships * Knowledge Sharing and Continuous Improvement | | | | | | |