



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

Name:	
Job Title:	Intern
Division/Department:	FIAP
Programme/Project Number:	FAO Umbrella Programme for the Promotion and Application of the SSF Guidelines
Location:	Rome, Italy
Expected Start Date of Assignment: 1 April 2019	Duration: 11 Months
Reports to: <i>Name:</i> Joe Zelasney	<i>Title:</i> Fishery Officer

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

Under the supervision of Joe Zelasney, Fishery Officer, the intern will contribute to the ongoing work of the FAO Fisheries and Aquaculture department's Umbrella Programme for the Promotion and Application of the SSF Guidelines (SSF Umbrella Programme).

Specifically, the intern will support the SSF Umbrella Programme by completing following tasks and objectives:

- (i) Demonstrate project management and coordination skills to organize and complete tasks in support of project administration
- (ii) Conduct background research on select SSF issues and topics
- (iii) Contribute to the development and publication of materials
- (iv) Coordinate logistics and planning for meetings and events

KEY PERFORMANCE INDICATORS

1. Organize meetings of the International Year of Artisanal Fisheries and Aquaculture planning task force to develop a road map and work plan	Ongoing
2. Contribute to the development and finalization of multiple FAO publications related to the implementation of SSF Guidelines	Ongoing
3. Support contract formulation and clearance in support of FAO SSF Umbrella Programme	Ongoing

FAO Umbrella Programme for the Promotion and Application of the SSF Guidelines

1. Background and purpose

The Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries in the Context of Food Security and Poverty Eradication (SSF Guidelines), were developed to address the importance and vulnerability of small scale fisheries. This instrument now needs to be implemented to have its intended impact of enhancing the contribution of small-scale fisheries to food security and sustainable livelihoods.

This FAO Umbrella Programme for the Promotion and Application of the SSF Guidelines contributes to the development and implementation of sustainable small-scale fisheries policies, strategies and initiatives in the context of food security and poverty eradication in FAO member countries and regions by promoting the application of the principles of the SSF Guidelines. The Programme is structured around four interlinked outcomes:

1. Raising awareness: knowledge products and outreach
2. Strengthening the science-policy interface: sharing of knowledge and supporting policy reform
3. Empowering stakeholders: capacity development and institutional strengthening
4. Supporting implementation: collaboration and monitoring

The Programme contributes to the FAO Strategic Objectives (SOs), in particular SO 1 (Contribute to the eradication of hunger, food insecurity and malnutrition) as well as to the Blue Growth Initiative.

The internship is expected to be beneficial for FAO as the intern will be responsible for supporting the program through logistic, administration, and research skills. Additionally, the intern is expected to gain a valuable understanding on how voluntary guidelines are applied in the field.

2. Duties and responsibilities

During the internship, the intern will use logistics, administration, management, and research skills to:

- Support development of contracts and budgets
- Organize meetings and events
- Conduct background research as needed
- Perform other administrative tasks and duties as assigned

The intern will work as part of the team working to deliver the SSF Umbrella Programme and participate in appropriate meetings of the FIAP division and contribute to tasks in line with the intern's technical abilities or knowledge. Progress and performance during the internship will

be regularly reported to Joe Zelasney, as well as with other collaborators on the project. In addition, a written report of work accomplished during the internship will be completed.

3. Learning opportunities

By being posted in FAO's headquarters office and interacting in person with FAO staff, the intern hopes to gain a greater understanding of how the organization functions and its agenda-setting process. Particularly, the intern gain a fuller understanding of how to devise policy-relevant research projects within FAO's mandate and in-line with its priorities.

4. Deliverables & Documentation

A portfolio of the tasks preform as well as associated outputs (i.e. flyers, briefings, and presentations) produced during the internship will be submitted to Joe Zelasney at the end of the internship. Upon completion of the project, the PDFs of the case studies, all analysis and written documents completed during the internship will be shared with FAO. Access to the intellectual property (data, methods, etc.) generated as part of the project will be given to FAO for further collaboration or its own purposes of periodic reviews or future assessment of trends and threat to fisheries.