



Food and Agriculture Organization
of the United Nations

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Interns

Job Title: World Food Forum Intern	
Division/Office: OYW – (Office of Youth and Women); OCB (Office of Climate Change, Biodiversity and Environment)	
Duty Station: Rome, Italy	
Linkage to FAO's Four Better: All 4 Better	
Start Date of Assignment: 20 June 2026	Duration and End Date: 6 months; 20 December

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

Background:

The Office of Youth and Women (OYW) positions youth and women as central actors in FAO's work and in global agrifood systems transformation. It empowers youth - especially young women - to drive agrifood systems renewal by mobilizing innovative ideas and solutions from young farmers, policymakers, civil society, academia, Indigenous communities and the private sector. OYW develops youth-driven infrastructures and capacity-development approaches to ensure meaningful, systematic youth engagement in policy dialogue and programmatic action, and engages youth in initiatives that revitalize food heritage and strengthen opportunities across the agrifood sector.

The Office of Climate Change, Biodiversity and Environment (OCB) works to ensure that countries and stakeholders respond to the challenges of climate change, biodiversity loss, and environmental degradation. OCB provides a cross organizational coordination role on issues related to climate change, biodiversity and the environment and is the focal point to major multilateral environmental agreements including the United Nations Framework Convention on Climate Change (UNFCCC), and the Convention on Biological Diversity (CBD). The Office also assists FAO Members in their responses towards the interlinked challenges of food security, climate change, biodiversity loss and environmental degradation including through facilitating access to climate and environmental financing (such as the GEF and the GCF). In addition, OCB hosts the Globally Important Agricultural Heritage Systems (GIAHS) Programme, the Treaty on Plant Genetic Resources for Food and Agriculture and the Commission on Genetic Resources for Food and Agriculture as well as FAO's Framework for Environmental and Social Management

Duties and Responsibilities:

Under the overall supervision of the Programme Officer, the intern will undertake the following duties:

- Support the planning, partnerships, promotion and coordination of OYW and OCB activities to help ensure that campaigns and events are delivered according to agreed timelines.
- Collaborate with the WFF Local Youth Action team to assist in the implementation of local initiatives related to climate change, biodiversity and the environment.
- Work with the WFF Youth Assembly team to support youth consultations and activities linked to climate, biodiversity and environmental topics, including those related to the three Rio Conventions.
- Coordinate with the UPM-WFF intern in the Hand-in-Hand Initiative team to explore synergies between related activities at the global level.
- Contribute to youth engagement efforts within FAO GEF strategic initiatives, including the Small Grants Programme and the Food Systems Transformation and Clean and Healthy Oceans Integrated Programmes.
- Support collaboration with the Spanish Youth Chapter and the Universidad Politécnica de Madrid in coordination with OYW and OCB teams.
- Assist in the preparation and organization of World Food Forum events, including note-taking, drafting concept notes, emails and invitations, and supporting follow-up communications.
- Provide general support to the WFF Coordinator and track leads on related tasks, as needed.

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 December 2026

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