



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: Office of Youth and Women (OYW) - World
Food Forum (WFF) Team

Duty Station: Rome, Italy

Linkage to FAO's Four Betters:
All 4 Betters

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.

Under the direct supervision of the Programme Officer and the overall guidance of the Director of OYW, the intern will undertake the following duties:

- Assist the creation of marketing and communications content (articles, videos, social media posts, newsletters, and additional content) related to the World Food Forum (WFF) Youth Initiative, in collaboration with all relevant programmes and offices;
- Collaborate with internal partners to further amplify the messages, events and content of the WFF Youth Initiative;
- Support planning, promotion and management of the WFF youth programmes, so that campaigns and events are executed on the agreed timelines;
- Aid in the preparation and organization of the WFF youth events (including note-taking, drafting of concept notes, e-mails, invitations, follow-up communication materials);
- Assist in meeting preparations for the different programmes; develop background materials and information needed for meetings; help organize events; draft and format short reports, presentations, and other documentation /material needed for meetings; curate web content; and support the management of the programme mailboxes.

- Support the Programme Officer and the OYW Director in other tasks that may arise.

In close collaboration with OCC branches and focal points, the incumbent will:

- Provide marketing concepts and copywriting for the WFF, including articles, news items and other original marketing writing, based on research and technical input;
- Create multilingual versions of outreach material (videos, articles, social media posts, etc.);
- Liaison with the Office of Communication (OCC) will be maintained, either directly or through an agreed focal point/coordinator, to ensure compliance with OCC standards, appropriate review and clearance processes.
- 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:

- Timely, high-quality completion of the projects and products listed above, as assigned based on organizational priorities.

Required
Completion
Date:

**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