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

Name:			
Job Title:**	Urban and peri-urban forestry intern		
Division/Department:	Forestry Policy and Resources (FOA)		
Programme/Project Number:	Urban and peri-urban forestry		
Duty Station:	FAO HQ, Rome		
Expected Start Date of Assignment:	01 March 2019	**Duration:**	6 months (NTE 01 September 2019)
Reports to:	***Name:*** Mr Simone Borelli	***Title:***	Urban and peri-urban forestry Officer, FOA

* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required **for the assignment** is as follows:
1 year for a category C 5 years for a category B 12 years for a category A

** Please enter a short title (max 25 chars) for this assignment.

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

The Urban Forestry team is continuing to develop a number of new activities and require some additional support. Under the general supervision of the FRM Team Leader and the direct supervision of the Urban and peri-urban forestry officer, the intern will mainly provide assistance to the team by carrying out the following tasks:

- Support the organization of the 3rd Asia-Pacific Urban Forestry Meeting (APUFM), to be held in 2019 in the region (date and venue still to be identified);
- Assist in the collect and analysis of information on the development/implementation of urban forestry in Asia, as well as in the development of questionnaires in preparation of the APFUM;
- Support the Team in the implementation of the *Mantova Challenge* and the *Call for Action* (to be launched in the framework of the 1st World Forum on Urban Forests, Mantua, Italy, 28 November-01 December 2018) in the Asia-Pacific Region (and China in particular);
- Support FAO's participation in international events and meetings;
- Participate in the maintenance and updating of relevant modules of the Toolbox for sustainable forest management (SFM Toolbox);
- Update the group's web pages and support in managing the *Trees-for-the-Cities* Discussion groups;
- Support the mobilization of financial resources, the preparation of project proposals and writing letters of agreement with institutions and other related activities;
- Any other related tasks assigned by the supervisor

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
Successfully undertake in a timely manner the duties as set out above.	As required by the supervisor and by the end of the contract.