

## **Terms of Reference to support the SAFE (Safe Access to Fuel and Energy) Programme Climate and Disaster Risk Reduction Programmes Unit (OSZIR), Rome, Italy**

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. We are currently seeking an intern to support the Safe Access to Fuel and Energy (SAFE) programme with the Climate and Disaster Risk Reduction Programmes Unit (OSZIR) in Rome, Italy.

### **General Information:**

**Position:** Internship, Climate and Disaster Risk Reduction Programmes Unit (OSZIR)

**Duration:** For initial period of six months; start date July 2017-December 2017 (with possible extension of two months)

**Location:** Rome

**Unit Supervisor:** Kathryn Milliken, OSZIR

### **Background:**

WFP launched a crucial programme on Safe Access to Fuel and Energy in Humanitarian Settings (SAFE – [www.wfp.org/safe](http://www.wfp.org/safe)) to promote a coordinated humanitarian response to the challenges associated with the collection, supply and use of cooking fuel. The SAFE approach combines solutions to protection concerns associated with firewood collection, environmental awareness, health improvement and livelihood creation. WFP is working with its partners to make safe access to cooking fuel and fuel efficient stoves a reality for 10 million WFP beneficiaries by 2020, through the SAFE initiative, by targeting WFP assisted households and schools. SAFE interventions have commenced in Sudan and Uganda with plans to be rolled out in several countries with large displacement populations, such as Chad, the Democratic Republic of Congo (DRC), Ethiopia, Haiti, Kenya and Sri Lanka.

The Climate and Disaster Risk Reduction Programmes Unit (OSZIR) is a unit in WFP HQ that provides guidance and support to a range of activities including household-level micro-insurance programmes, carrying out climate analyses to better understand the impact of climate risk on food security and nutrition, helping governments implement adaptation projects on the ground, as well as developing innovative climate risk management tools – programmatic and financing mechanisms. The unit also provides support to climate resilience building programming, carbon credits and fuel efficient cook stoves.

### **Duties and Responsibilities**

The intern will work within the OSZIR team to provide support to the SAFE Programme and help roll-out SAFE programmes within WFP operations and support WFP's commitment to help 10 million people safely prepare their meals by 2020. Specific tasks will include:

- Support the SAFE Global Coordinator with ad-hoc requests (guidance, information) as part of day-to-day project management.
- Follow-up with relevant partners, Country Offices and stakeholders where needed in relation to the SAFE Programme to collect information on programme activities (e.g. the reporting processes, field implementation, evaluations etc.) and provide regular updates.

- Monitor and keep track of fundraising opportunities for SAFE through developing an overview of potential donors, monitoring of websites regularly, circulate updates to OSZIR, COs and donor relations focal points where appropriate and support in proposal writing.
- Support the knowledge management process by helping to capture and record best practices from WFP SAFE programmes.
- Support the scale-up of SAFE programmes in Country Offices by assisting in the development of guidance materials and tools to improve ease of implementation as well as populate the WFP SAFE support Toolkit.
- Support and initiate the development of relevant communications material, including best practice case studies, one page summaries, and sourcing relevant information and statistics in line with the SAFE Strategy.
- Attend and take notes at meetings (including monthly conference calls with the SAFE Working Group - a consortium of organizations and agencies to promote SAFE interventions in the humanitarian community) and review agendas for relevant management meetings and complete follow up actions as required.
- Any other related duties that may arise during the course of the internship.

#### **Duration and Resources:**

These terms of reference will cover the period July 2017 to December, 2017.

#### **Supervision:**

- The Intern will work directly with the SAFE Global Coordinator and will report to the Programme/Policy Officer.

#### **Eligibility:** All applicants must:

- a. Have completed at least two years' undergraduate studies when joining WFP as interns;
- b. Be currently enrolled in a university or graduate school and have attended courses in the last 12 months;
- c. Be fluent in English. Fluency in other WFP official and working languages is always an asset and may be an additional requirement at some duty stations;
- d. Present a medical certificate (dated 30 days or less from the beginning of internship) stating that s/he is fit to work and travel; fitness to travel should include full immunization for the country where the WFP internship takes place.

#### **Terms and conditions:**

The internship is full time. WFP pays a monthly stipend equivalent of U\$ 1000. WFP is not responsible for living expenses, arrangements for accommodation or travel to and from WFP internship location.

#### **Application procedures:**

Submit the application in English consisting of a CV and a cover letter to [daphne.carliez@wfp.org](mailto:daphne.carliez@wfp.org)

#### **Learning Elements:**

At the end of the six months assignment, the intern should have:

- Good understanding on how accessible energy relates to food security in humanitarian settings.
- Good understanding of how to apply energy related activities to trigger action at community level to build resilience.

- Clear overall understanding of WFP's global SAFE Access to Fuel and Energy programmes and their implementation in the field.
- A good understanding on how WFP operates on a day-to-day basis and how WFP's climate change interventions impact food security and nutrition.