**Terms of Reference**

**Internship – Government Donor Relations**

**Seoul, WFP Korea Office**

The United Nations World Food Programme (WFP) is the world’s largest humanitarian agency fighting hunger worldwide. On average, WFP reaches more than 90 million people with food assistance in 80 countries each year. About 14,600 people work for WFP and 89% of them work in the field. WFP Seoul Office is located at the Seoul National University and the main work includes resource mobilization, advocacy and support of WFP field operations. We are looking for qualified candidates to apply for the position below.

***Duties and Accountabilities***

Under the direct supervision of Head of WFP Korea Office, within delegated authority, an intern will mainly have the following areas of responsibility:

1. Perform general background research on ROK ODA policies.
2. Analyse recent ODA trends and identify potential partnership opportunities with the government.
3. Draft weekly WFP Korea Office reports to WFP HQ and country offices.
4. Timely update government-donor information and keep track of government contribution statistics.
5. Draft briefs, note for records, letters, and background papers for donor meetings.
6. Assist in developing partnerships with the government and private donors.
7. Prepare and participate in donor meetings and public advocacy events.
8. Communicate with relevant government offices to answer questions on WFP operations and projects.
9. Inform ROK government about ongoing humanitarian situations and WFP responses to appeal for funding.
10. Coordinate and support the preparation of funding proposals from WFP HQ and country offices.
11. Assist WFP country offices in submitting progress reports for ROK government funded projects.
12. Translate information materials into Korean or English as necessary.
13. Perform other tasks as required.

***Duration of the assignment***

From **3 January** to **30 June 2017 *(extendable up to 29 December 2017)***.

Intern will work ***full time (from 09.00 to 17.30 hrs, five days a week).***

***Expected Outputs***

The intern will be expected to show results in the form of a high quality documentations/ contents prepared for funding proposals, brochures and publications that support awareness-raising of hunger issues and WFP’s work in the Republic of Korea. The research conducted by the intern will be used to support the strategic planning of resource mobilization in the Republic of Korea. The intern will also be expected to provide quality inputs for updating corporate and governmental donor database and market information.

***Required qualifications/background***

**Fluent English speaker with high proficiency in both written and spoken English as well as advanced Korean writing skills**

Ability to produce high quality formal reports in English and Korean; Advanced ability to write formal letters professionally in both Korean and English; Basic analytical ability; Skills in developing sources for data collection; Good computer skills including MS Excel; Ability to work in a multicultural team environment; ability to plan and organize work; Resourcefulness, initiative, maturity, tact, advocacy skills. *Work experience is an advantage.*

***Education***

Students who are **expected to graduate or graduates from University or Graduate School** with experience and advanced training/courses in one or more of the following disciplines:

Political Science, International Relations, International Development/Cooperation, Development Economics, Public Administration, Public Relations or other relevant field **(*ODA-related preferred)***