

TERMS OF REFERENCE FOR SHORT-TERM/CONSULTANCY CONTRACTS

JOB TITLE:	<u>Intern- Emergency Response</u>
TYPE OF CONTRACT:	Internships
UNIT/DIVISION:	Programme- Emergency Response
DUTY STATION (City, Country):	Guatemala City
DURATION:	6 months

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

Guatemala is an upper-middle-income country with stable macroeconomic indicators and sustained economic growth. Nonetheless, pervasive poverty, high rates of stunting and socioeconomic and political inequality threaten the food security of the most vulnerable people, particularly women, children and rural and indigenous people. Guatemala is prone to natural hazards and is one of the countries in the region most affected by climate variability and change.

The COVID-19 pandemic has aggravated an already precarious food security and nutrition situation and has had negative effects on the economy, while many people already lived below the poverty line. Loss of income resulting from measures to contain the pandemic severely compromised the ability of many households to buy food, leading to widespread food insecurity. As a result, Guatemala faces serious challenges in achieving Sustainable Development Goal 2 on zero hunger.

WFP's country strategic plan for 2021–2024 is aimed at supporting the Government of Guatemala in achieving sustainable, inclusive and equitable development by investing in resilience building, nutrition specific and sensitive programmes and policies as a pathway towards rural transformation and the sustainable development of infrastructure and human capital and by providing technical assistance to facilitate exchanges through South–South and triangular cooperation.

The country strategic plan is aligned with the priorities set out in the Government's national plan for 2020–2024 and its long-term national development strategy, K'atun: Nuestra Guatemala 2032. It is focused on providing technical assistance for government social protection and emergency preparedness programmes, promoting transformative approaches such as behaviour change to improve diets and climate change adaptation, and employing a comprehensive approach to building resilience of communities at risk of food insecurity and malnutrition.

Given Guatemala's exposure to natural hazards and the impacts of climate change, WFP will also continue to provide direct food assistance to meet essential needs and ensure that the most vulnerable people have access to nutritious food in the event of shocks.

The position is based in the Programme unit, supporting the Emergency Response team under the supervision of the Emergency Response Officer. In the new WFP leadership framework this position would be Team Contributor across the five strategic elements of behaviour (Leads by Example with Integrity; Drives Results and Delivers on Commitments; Fosters Inclusive and Collaborative Teamwork; Applies Strategic Thinking).

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ACCOUNTABILITIES/RESPONSIBILITIES:

1. Support with data analysis and data visualization related to the emergency response programme or other activities (creation of dashboards, infographics, and dynamic data visualization tools).
2. Support information management of existing documents relating to the Emergency Response (distribution plans, official assistance requests, notes for the record, field level agreements and others) using WFP corporate tools for storing and archiving.
3. Support evidence creation on Emergency response best practices.
4. Support follow up and monitoring of field level agreements with cooperating partners.
5. Support reporting and document drafting for Emergency response programmes.
6. Any other duty as required by the supervisor.

DELIVERABLES AT THE END OF THE CONTRACT:

- A. Periodic data visualization products created
- B. Documents duly ordered and up to date in office common storage
- C. Draft documents created as requested

WFP LEADERSHIP FRAMEWORK: COMMON STANDARDS OF BEHAVIOUR

Leads by Example with Integrity	Upholds WFP values, principles, and standards Upholds WFP values, principles and standards Demonstrates the WFP values, principles and standards	Respects others and values diversity Values diversity using respectful and inclusive language	Stays focused and calm under pressure Stays focused and calm when under pressure	Demonstrates humility and a willingness to learn Shows humility and a willingness to learn and share knowledge, seeking and acting on feedback, and taking up opportunities to develop
Drives Results and Delivers on Commitments	Delivers results for maximum impact Is accountable for the delivery of results	Delegates appropriately Seeks guidance and support where needed	Adapts readily to change Adapts readily to change adjusting work as needed	
Fosters Inclusive and Collaborative	Is inclusive and collaborative Promotes teamwork by sharing ideas and openly raising issues	Gives timely and constructive feedback Gives timely and constructive feedback to others	Builds and shares new perspectives Listens attentively to others and shares views	

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Applies Strategic Thinking	Communicates and fulfils WFP's vision Embraces WFP's vision and how it impacts their role	Embraces curiosity and new ways of doing things Shows curiosity and implements new ways of doing things when relevant	Analyses and evaluates data Gathers data and shares knowledge to inform team activities	Considers the impact of decisions Asks questions to understand the impact of decisions for their objectives
Builds and Maintains Sustainable Partnerships	Builds partnerships Acts professionally with external partners	Collaborates to deliver common objectives Works together with partners to deliver common goals		

QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: University enrolled.

Knowledge & Skills: Excellent writing and analysis skills. Knowledge of data visualization tools (Tableau, MS Power BI or others). Flexibility to adapt to new environments, willingness to learn and ability to work under pressure.

Languages: English and Spanish required.

Certified by Hiring Manager (name/title) & signature):

..... **Date:**

Accepted by Short-term/Consultancy contract holder (name & signature):

..... **Date:**