DESCRIPTION OF ASSIGNMENT

The following points need to be taken into consideration by UN Host Entities:

- Interviews must be concluded, and interview reports be shared with UNV within two weeks after receiving the shortlisted candidates.
- Assignments must be suitable for students or recent graduates with no or very little experience and allow for professional development and growth.
- UN University Volunteers have no or very little experience and require induction, mentoring and coaching. A workplan must be set up within the first weeks of the assignment.
- The UN Host Entity will have to commit to cover the costs related to the office space, computer, email account as well as field missions.

Resources for UN Host Entities:

- Creating an attractive Description of Assignment: https://toolkit.unv.org/recruitment/create-description-of-assignment
- UN Host Entity toolkit: https://toolkit.unv.org

Template for UN Associate Volunteer assignments funded by Japan (KGU)

Assignment title: Food Systems Transformation Advocacy Assistant

UN Host Entity: Food and Agriculture Organization of United Nations (FAO)

Country of assignment: Rwanda

Duty station: Kigali

Family / non-family duty station: Family Duty Station

Volunteer category: International UN Associate Volunteer

Duration: 5 months

Possibility of extension: No

Expected starting date: 20 September 2026

Sustainable Development Goal: 2. Zero Hunger

Visa process:

Rwanda facilitates a straightforward visa process for international visitors:

Visa on Arrival: Nationals of all countries can obtain a visa on arrival at Kigali International Airport and all land borders, valid for 30 days. Citizens of African Union, Commonwealth, and La Francophonie member states receive this visa free of charge for visits up to 30 days.

Further details on the visa requirements to Rwanda can be obtained from this link. *Visit Rwanda*

Online Application (e-Visa): Travelers preferring to secure a visa before arrival can apply online through the IremboGov portal. The processing time is approximately 7 days, and fees vary based on the visa type. For more details refer to this link. *Irembo Support*

Visa Application Requirements:

1) A passport valid for at least 6 months beyond the date of entry.
2) A recent passport-sized photograph.
3) Completed visa application form.
4) Proof of accommodation or invitation letter.
5) Return or onward travel ticket.

Important Considerations:

1) Visa fees and processing times vary depending on nationality and visa categories.
2) It's advisable to check the latest visa requirements before travel, as regulations may change.
3) Ensure all required documents are prepared to support a smooth application process.

For the most up to date information, consult the Rwanda Directorate General of Immigration and Emigration or the nearest Rwandan embassy or consulate.

Organization mission and objectives.

The Food and Agriculture Organization of the United Nations (FAO) works to end hunger and all forms of malnutrition, sustainably manage natural resources, and build resilient agrifood systems. FAO's work is guided by its Strategic Framework 2022–2031 and subsequent Country Program Framework and structured around the "Four Betters": better production, better nutrition, better environment, and better life, leaving no one behind. In Rwanda, FAO supports Government efforts to transform food systems in line with national development priorities, including the Vision 2050, the National Strategy for Transformation (NST2), the Strategic Plan for the Transformation of Agriculture (PSTA 5), and Rwanda's commitments

under the UN Food Systems Summit pathways and the UN Sustainable Development Cooperation Framework (UNSDCF).

Assignment context

Rwanda has positioned food systems transformation as a national priority to enhance food security and nutrition, strengthen climate resilience, create decent jobs especially for youth and women, and while fostering inclusive and green growth. FAO Rwanda works closely with the Ministry of Agriculture and Animal Resources (MINAGRI), the Rwanda Agriculture and Animal Resources Development Board (RAB), decentralized entities, development partners, civil society, the private sectors, and the UN Country Team to support these national efforts across policy, investment, and program implementation.

To strengthen national ownership, policy coherence, and resource mobilization, the UN Associate Volunteer will support strategic advocacy, stakeholder engagement, communications, and UN system coordination for Rwanda's food systems agenda. She/he will also support evidence-based advocacy, facilitate multi-stakeholders' processes and help align FAO contributes effectively to national priorities while ensuring integration of cross-cutting priorities on gender equality, youth empowerment, nutrition, climate action, and digitization.

Task description

Under the overall supervision of the FAO Representative in Rwanda and the direct supervision of Senior Policy Advisor, in close collaboration with government counterparts, FAO country office, regional and headquarters divisions, and UN partners, the UN Associate Volunteer will support advocacy and institutional coordination for food systems transformation, including the following specific tasks:

Policy advocacy and government engagement.

- Assist the Program and Policy Team to coordinate and support national advocacy for Rwanda's food systems transformation, ensuring FAO contributions are well aligned with national strategies (PSTA5, NST2, Vision 2050), the UN Cooperation Framework

priorities (UNSDCF), the Green Growth and Climate Resilience Strategy, and relevant SDG targets.

- Assist the Program and Policy Team in FAO's engagement with MINAGRI, Rwanda Agriculture and Animal Resources Development Board (RAB), National Agriculture Export Development Board (NAEB), the Ministry of Environment, Ministry of Local Government (MINALOC), districts, and national coordination platforms involved in agrifood systems transformation.
- Assist in data collection and information gathering in preparation of relevant advocacy briefs, systematic analysis, policy and technical notes, and presentations for senior FAO and government leadership on topics such as climate-smart agriculture, nutrition-sensitive food systems, youth employment, digital agriculture, and value-chain development.
- Assist in the organization of policy dialogues, consultative workshops, and stakeholder forums, and preparing subsequent reports. Mainly supporting the Policy Team in following-up to Rwanda's UN Food Systems pathways, food security and nutrition coordination mechanisms, and investment planning processes.
- Assists in gathering information for monitoring policy and regulatory developments across agriculture, food security, nutrition, climate action, and private-sector development, mainly supporting the Policy Team to prepare periodic policy landscape updates to inform FAO engagement.

UN coordination and partnerships.

- Assist in consolidating information and data to support FAO' engagement within the UN Country Team and relevant Results Groups under the UNSDCF, where Policy and Program Team will be involved in preparing briefing notes, meeting summaries, and joint advocacy on food security, nutrition, climate resilience, livelihoods, and sustainable value chains.
- Keep record of FAO's structured engagement (bilateral meetings, steering committee meetings etc) with International Financial Institutions (World Bank, AfDB), resource and development partners, CSOs, academia, agribusiness actors, and farmer organizations, active in Rwanda's agrifood sector.

Strategic communications and visibility.

- Assist the Program and Policy Team substantive and logistical preparation for national and international events hosted or attended by FAO and MINAGRI, such as World Food Day celebrations, Agriculture Shows, Africa Food Systems Forum, climate and nutrition summits, and donor roundtables.
- Assist the Program and Policy Team to document good practices, innovations, and lessons learned from HIH and projects in Rwanda focusing on agri-food systems transformation to strengthen FAO's policy positioning and advocacy messages.

Resource mobilization support.

- Support in primary data collection and stakeholders analysis/mapping for the preparation of investment cases and advocacy packages for development partners where the policy team will lead the compilation of evidence on programme results, financing gaps, and return-on-investment.
- Review the websites of development partners, donors, private sector and embassies and prepare a matrix in maintaining a pipeline of potential funding opportunities and mapping donor interests relevant to food systems transformation.

Knowledge Management and Learning

- Support the FAO Policy and Programme Team in facilitating knowledge exchange across government institutions, UN agencies, and partners through technical working groups, policy dialogues, workshops, learning missions, and communities of practice related to food systems transformation.
- Support internal reporting and coordination processes within FAO Rwanda, including preparation of periodic progress summaries for management.
- Undertake any other tasks as assigned by FAO Rwanda management.

Expected Results / Outputs

- Strengthened national advocacy and stakeholder engagement around Rwanda's food systems transformation agenda with FAO playing an active and well reorganized role in coordination platforms.
- FAO policy contributions effectively integrated into national strategies, UN cooperation frameworks, and development partner discussions, ensuring alignment with PSTA5, NST2, Vision 2050, and UNSDCF priorities. High-quality advocacy and knowledge products such as policy briefs, analytical notes, presentations, success stories produced and disseminated to inform decision making and strengthen FAO's strategic positioning.
- Improved engagement for resource mobilization through the preparation of well-structured donor engagement materials, concept notes, and evidence packages.
- National dialogues, workshops, and events effectively organized and documented.
- Regular progress reports submitted to FAO management.
- FAO's visibility and leadership on food systems transformation enhanced in Rwanda.

Will mission travel be required? Yes

Requirements

Education: Secondary Education.

Currently Studying towards a degree in international development, agriculture, public policy, international relations, economics, communications, or related field

Relevant experience: 0

Skills and experience: 0

Demonstrated interest in:

- Policy advocacy and stakeholder engagement.
- Gaining knowledge of food systems, agriculture, climate resilience, or nutrition programming.
- Interest to learn analytical, drafting, and presentation skills.
- Excellent coordination and interpersonal abilities.
- Learn the abilities to work under pressure and meet deadlines.
- Learn how to work with governments and UN agencies is an asset.

Skills in:

- Writing
- Analysis
- Communication

Area(s) of expertise

☐ Administration	☐ Health
☒ Agriculture	☐ Human resources
☐ Architecture and settlements	☐ Information technology
☐ Arts and design	☐ Legal affairs
☐ Business management	☐ Logistics and inventory
☒ Communication	☐ Manual labour and skilled trades
☒ Community development	☒ Natural and life sciences
☐ Crisis and emergency response	☐ Procurement and contracting
☒ Development programmes	☐ Product safety
☐ Economics and finance	☐ Security and protection
☐ Education	☐ Social work
☐ Elections and governance	☐ Translation and interpretation
☐ Energy and environment	☐ Transport
☐ Engineering and construction	☐ Volunteer management
☐ Facility management	

Language skills

English:

- ☐ working knowledge ☒ fluent ☐
- ☐ mandatory ☒ desired ☐

Competencies and Values

☒ Accountability

☒ Adaptability and Flexibility

☒ Client Orientation

☒ Commitment and Motivation

☒ Commitment to Continuous Learning

☒ Creativity

☒ Ethics and Values

☒ Integrity

☒ Knowledge Sharing

☒ Professionalism

☒ Respect for Diversity

☒ Self-Management

☒ Working in Teams

<u>Living conditions</u> in Kigali - Rwanda

Kigali, the capital of Rwanda, has undergone an incredible period of rejuvenation and stability that is clearly visible the moment you step out into this beautiful city. Concerning transport, even though motorcycle taxis are not recommended, they are the fastest way to get around this metropolis. Helmets are provided, but it is better to have your own helmet. You can also take a standard taxi. Those with a yellow stripe will be run by individuals, while the majority will belong to either Kigali Taxi Service (3122) or Kigali Airport Taxis (476586). Public transportation is the cheapest way to get around Kigali, and many of the buses are new and well-maintained. You can also take these buses farther afield; expect to pay a fare based on distance. Transport prepaid cards are available for passengers at each bus station, and you can load a minimum amount of two hundred Rwandan francs (200RWF). If public transport isn't your style, cars are available for rent or purchase in Kigali. Major investment has been made in infrastructure, including roads, and congestion in this city has never been particularly

bad. Accommodations are found easily and at the relevant standards and recreation infrastructures (swimming pools, aerobics, etc…) can be found in the various places. Shops and markets are available with necessary items including imported goods, home furnishings and electrical appliances and vehicles spare parts. Public and private health facilities are available in Kigali and some of them such as King Faisal Hospital, Legacy Clinic, Hôpital la Croix du Sud, etc …work with CIGNA insurance. The above Hospitals have necessary health equipment; ambulances, adequate health services and can handle any emergency. Kigali is an exceptionally safe city. However, in case of emergency, there are several emergency numbers in Kigali, so be sure to know which to call. You can reach the police on a special line by dialling 999. Fire fighters can be reached at 111 and the emergency services are at 112. If you have or see a traffic accident, call 113. The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity, and satisfactory performance. The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications, and other basic needs.

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