# **Annex F**: Term of reference for secondment of personnel

*Jan 2021*

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| **Position title** |  |
| **Location**  |  |
| **Partner organisation** |  |
| **Length of contract** |  |
| **Responsible to:** | (Partner organisation) |
| **Semi-annual reports to:**  | Partner organisation: Northern Member Organisation**:**  |
| **Development objective** |  |
| **Immediate objectives and indicators** |  |
| **Key tasks and responsibilities** | **Objective 1:** *Planned output:**Planned activities:***Objective 2:** *Planned output:**Planned activities:* |
| **Necessary Competencies:** |  |
| **Qualifications required**  |  |
| **Experience required** |  |