# **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** |  |