

**Annex V Terms of Reference for Consultants and other persons hired by IFAD under a non-**

**staff contract**

|  |  |
| --- | --- |
| **INDIVIDUAL RESPONSIBILITIES, EXPECTED OUTPUTS AND REQUIRED COMPLETION DATES** | |
| **Full Name:** | [To be defined] |
| **Contract Category:** | Intern |
| **Contract Type:** |  |
| **Contract Sub Type:** | Monthly |
| **Specialization:** |  |
| **Expected Start Date of Assignment:** | 1 March 2026 |
| **Expected End Date of Assignment:** | 31 August 2026 |
| **Total number of months of service:** | 6 |
| **Total number of days of service:** | Around 130 days |
| **Division/Department:** | Office of Development Effectiveness (ODE) / Effective for Development Impact and Innovation (EDI) – Innovation Unit |
| **Reports to:** | Morales Guevara, Gladys Herminia – Senior Advisor to the ODE Managing director / Senior Innovation Officer (ODE) |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVE(S) TO BE ACHIEVED** | |
| **Organizational Context:**  The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people, financing programmes and projects that enhance agricultural productivity and raise rural incomes, and advocating for policies at the local, national, and international level that contribute to rural transformation.  Against this background, the intern will work under the umbrella of the Office of Development Effectiveness (ODE), within the Effective for Development Impact and Innovation (EDI) Unit, specifically in the Innovation Team.  ODE plays a crucial role in providing strategic leadership on IFAD’s work and mandate, in close coordination with the Office of the President and Vice-President (OPV). It ensures the highest quality in all IFAD projects and programmes and provides expert advice and guidance to IFAD leadership on global policy directions and political engagement.  The Innovation Team, on its side instead, within the EDI Unit, explores and promotes innovative approaches and solutions to development challenges, driving organizational agility and adaptability. The intern will support its work by participating in grant-related meetings, assisting with grant documentation reviews, co-organizing events, and providing administrative and operational support.  **Learning objectives & competency development:**  The intern will:   * Gain exposure to IFAD’s strategic planning, innovation processes, event organization, and grant documentation * Develop applied research and analysis skills within an international development context * Build practical experience in supporting strategy design, data storytelling, and inter-agency benchmarking | |
| **Expected Activities:** | |
| **1. Core Functional Tasks (70%)**  **a. Support to IFAD Innovation Portfolio**   * Contribute to the implementation and monitoring of IFAD’s innovation portfolio, including innovation grants and related initiatives. * Participate in portfolio-related meetings, prepare high-quality notes and summaries, and track action points and follow-up requirements. * Support the review and consolidation of project documentation, timelines, and deliverables to ensure timely and coordinated implementation across teams. * Assist with tracking progress indicators, updating internal monitoring tools, and organizing inputs from regional and thematic colleagues.   **b. Knowledge Management and Learning**   * Support the design and delivery of knowledge management activities aligned with IFAD’s innovation workstream, including the preparation of knowledge products, briefs, and internal presentations. * Assist in the collection, curation, and systematization of learning emerging from IFAD’s innovation portfolio and related initiatives. * Contribute to the organization of internal learning sessions, webinars, and technical exchanges, including drafting concept notes, agendas, and supporting materials.   **c. Support to External Engagement, Communications, and Strategic Thinking**   * Assist with preparation of communication materials, background notes, talking points, and briefing packages for engagements with partners, donors, and internal governance bodies. * Support outreach and collaboration efforts with external partners (e.g., EIIS, CGIAR, UN agencies, research institutions), including mapping stakeholders and tracking engagement. * Contribute to strategic analysis by gathering information, synthesizing insights, and drafting short inputs that inform the Innovation Unit’s positioning and priorities. * Provide logistical and coordination support for meetings, consultations, and high-level engagements, ensuring timely preparation of documentation and follow-up actions.   **2. Cross-functional Tasks (30%)**  **\*\*Six-Month Cross-Functional Research Project:**  *“International Best Practices in Innovation Management for Development Effectiveness”*\*\*   * Over the six-month internship, the intern will dedicate approximately 30% of their time to a structured cross-functional research project with the following objectives: * Conduct a desk review of global best practices, models, and frameworks in innovation management relevant to development organizations, IFIs, and UN agencies. * Analyse case studies on how innovation contributes to development effectiveness, impact pathways, and institutional learning. * Benchmark IFAD’s current practices against peer institutions to identify opportunities for strengthening innovation culture, operating mechanisms, and partnerships. * Produce a concise knowledge product (e.g., a comparative analysis, briefing note, or slide deck) summarizing key findings and recommendations for IFAD’s Innovation Unit. * Present findings to the Innovation Unit and other interested divisions to support ongoing work on IFAD’s Innovation Operating Model and related strategic initiatives. | |
| **Skills and qualifications** | |
| **Academic Background**   * Currently enrolled in or recently graduated (within the past 12 months) from a Master’s degree programme in fields such as:   + International Development, Public Policy, Economics   + Innovation Management, Business Administration, Management   + International Relations, Political Science, Social Sciences   + Knowledge Management, Communications, or related disciplines.   **Technical Skills and Competencies**   * Demonstrated interest in innovation for development, development effectiveness, or related thematic areas. * Strong analytical and research skills, including the ability to conduct desk reviews, synthesize complex information, and prepare clear summaries. * Excellent writing and communication skills, with the ability to draft meeting notes, briefs, and supporting documents in a professional setting. * Familiarity with knowledge management concepts, tools, and practices is an asset. * Ability to organize information, manage timelines, and support coordination across teams. * Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel). Experience with collaborative platforms (SharePoint, MS Teams, Miro, etc.) is desirable.   **Professional Experience (desirable but not required)**   * Prior experience—internship, academic, volunteer, or employment—in areas such as innovation, research, communications, project support, or international development is an advantage. * Experience supporting events, learning activities, or knowledge-sharing initiatives is considered an asset.   **Languages**   * Fluency in English required (excellent written and verbal communication). * Knowledge of another official UN language—especially French or Spanish—is desirable.   **Personal Attributes**   * Strong organizational skills, attention to detail, and ability to work independently and proactively. * Demonstrated ability to work collaboratively in multicultural and interdisciplinary teams. * Curiosity, creativity, and willingness to learn from diverse sources and contexts. * Ability to handle multiple tasks simultaneously and adapt to a fast-paced corporate environment. | |
| **Internship Assessment** | |
| **Expected outcomes and supervision plan** | |
| 1. **1. Intern’s Learning and Professional Development** 2. The internship is designed to provide the intern with meaningful exposure to IFAD’s work on innovation, development effectiveness, and strategic engagement. Through the tasks outlined above, the intern will: 3. Gain hands-on experience in innovation management, knowledge generation, and cross-functional collaboration within an international development institution. 4. Strengthen analytical, research, and synthesis skills by contributing to portfolio monitoring, desk reviews, and knowledge products. 5. Develop professional communication skills through the preparation of briefs, minutes, presentations, and outreach materials. 6. Build organizational and coordination capacities by supporting meetings, learning sessions, and stakeholder engagement processes. 7. Gain insight into IFAD’s governance, strategic processes, and the functioning of the Office of Development Effectiveness (ODE) and the Innovation Unit. 8. Enhance strategic thinking by observing and contributing to discussions on innovation pathways, partnerships, and development impact. 9. This experience will contribute to preparing the intern for future roles in international development, public policy, research, or innovation management. 10. **2. Evaluation**   The supervisor will assess the intern’s performance based on:   1. Quality and accuracy of deliverables (notes, research outputs, knowledge products, communication materials). 2. Timeliness and reliability in completing assigned tasks and meeting deadlines. 3. Initiative and professionalism, including responsiveness, attention to detail, and ability to work in a team environment. 4. Progress in learning objectives, including demonstrated growth in analytical, communication, and organizational skills. 5. A brief mid-term review and end-of-assignment evaluation will be conducted in accordance with IFAD internship guidelines. 6. **3. Supervision Plan** 7. The intern will work under the direct supervision of the Senior Officer, Innovation. The supervision arrangement will include: 8. Weekly team meetings to review progress, discuss priorities, and provide guidance on ongoing tasks. 9. Regular one-to-one check-ins between the intern and supervisor to address questions, adjust workplans, and ensure alignment with learning objectives. 10. Task-specific guidance provided by relevant team members, enabling the intern to engage with specialists across ODE and other divisions. 11. Feedback sessions to support continuous learning, encourage reflection, and strengthen performance. 12. This structure ensures the intern receives ongoing support, mentoring, and opportunities to integrate into the work of the Innovation Team and the broader ODE environment. | |