

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

**staff contract**

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| **INDIVIDUAL RESPONSIBILITIES, EXPECTED OUTPUTS AND REQUIRED COMPLETION DATES** | |
| **Full Name:** |  |
| **Contract Category:** | Intern |
| **Contract Type:** |  |
| **Contract Sub Type:** | Monthly |
| **Specialization:** |  |
| **Expected Start Date of Assignment:** | 1 March 2026 |
| **Expected End Date of Assignment:** |  |
| **Total number of months of service:** | 6 months |
| **Total number of days of service:** |  |
| **Division/Department:** | PMI-OTD (Bangkok) |
| **Reports to:** | The Lead Regional Technical Specialist |
| **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. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national and international level for policies that contribute to rural transformation.  The Office of Technical Delivery (OTD) is responsible for providing expert technical guidance to IFAD teams engaged in the design and implementation of projects and programmes to deliver the high technical quality investments that facilitate rural transformation, and which comply with IFAD's mandate and operational policies. The Office ensures IFAD applies and disseminates state-of-the-art knowledge in its investments and evidence on strategic themes and encourages the innovative application of global knowledge and evidence in IFAD investments. This helps countries tackle complex development challenges in fostering inclusive and sustainable rural transformation including mainstreaming areas. OTD is comprised of two (2) divisions: the Environment, Climate, Gender and Social Inclusion Division (ECG) and the Sustainable Production, Markets and Institutions Division (PMI).  PMI facilitates improved and efficient delivery of IFAD's corporate mandate, predominantly through the quality of the design and implementation of its policies, country strategies and projects. PMI’s technical mandate covers a range of themes, all of which are key to deliver IFAD’s strategic framework, including: agronomy, livestock, fisheries and aquaculture, markets and value chains, agriculture research for development (AR4D), ICT4D, inclusive rural finance (including PARM, INSURED and remittances), rural institutions and farmers organizations, rural infrastructure, water, land and natural resources management.  PMI provides technical leadership and support to IFAD country programmes to ensure the proper application of corporate quality standards required for achieving development results and impact in key thematic areas. The PMI regional team serving the Asia and Pacific region (APR), comprising of 6 regionally based professional staff, exclusively serves the largest portfolio at IFAD, with 42 (26.4% of IFAD’s total) projects outstanding and 32.5% of the total portfolio outstanding.  **Learning objectives & competency development:**  An intern from the Seoul National University will be based in the IFAD’s new regional office in Bangkok where he or she will have a great opportunity to be exposed to IFAD’s technical work and projects which spans South Asia, Southeast Asia and to the Pacific countries.  Under the supervision and guidance of the Lead Regional Technical Specialist, the intern will support the (PMI)’s efforts in enhancing the development impacts and effectiveness of IFAD-funded projects in the Asia and the Pacific countries. | |
| **Expected Activities:** | |
| 1. Core Functional Tasks (70%)  Under overall guidance and supervision of the Lead Regional Technical Specialist of PMI, the intern is expected to support technical officers in:   * undertaking desk review as inputs to preparation for supervision and implementation support missions in the area of project performance and thematic areas by researching and collating data and information. * organizing and preparing input into regional technical trainings, PMU/ICOs trainings, webinars and workshops * coordinating the team activities, its business planning, monthly meetings and reporting * preparing communication materials in technical areas, such as presentations, talking points etc. * contribute to various reporting with data and information on projects and missions * Possibility to participate in select missions, as per demand from the in country offices.   2. Cross-functional Tasks (30%) Cross-functional and administrative management tasks  * building a shared workspace (on MS Teams) for the PMI-APR team to improve coordination * populating the workspace with documentation and maintain the team’s calendar and MS Team folder with most updated presentations and reporting documents * Perform other duties as assigned by the Supervisor. | |
| **Skills and qualifications** | |
| 1. **Required skills**    1. Experience in coordination of activities of a group    2. Be fluent in English. Knowledge of another IFAD official language (Arabic, French or Spanish) and/or any other language may be necessary, depending on the region of assignment.    3. Knowledge of project and program management is an asset.    4. Experience with research projects in agriculture is a strong asset.    5. Good writing and presenting skills    6. Good team player    7. Advanced skills in MS Office and other communication tools: MS Teams, Zoom 2. **Desirable academic background**    1. Be enrolled in an accredited university or graduate school, have completed at least two years of undergraduate studies and have attended courses in the last 24 months; or have completed university studies at an undergraduate or postgraduate level within the last 24 months in the areas of agriculture, rural development, agribusiness, economics | |
| **Internship Assessment** | |
| **Expected outcomes and supervision plan** | |
| 1. 1. Please describe how the above activities will contribute to the Intern’s learning and professional development. 2. The activities will allow the intern to develop practical skills in knowledge management, technical review, and evidence synthesis within the agricultural development sector. By contributing to the preparation of knowledge products, supporting portfolio monitoring, and participating in technical and learning events, the intern will enhance their analytical, communication, and organizational skills. These tasks will also deepen the intern’s understanding of innovation scaling, and IFAD’s operational environment, strengthening their overall capacity for future roles in development programming and policy. 3. 2. Please describe how the supervisor will evaluate the Intern’s performance in relation to the activities outlined above. 4. The supervisor will assess the intern’s performance based on the quality, accuracy, and timeliness of deliverables; the intern’s ability to follow guidance and work collaboratively; and their initiative in contributing to knowledge products, data systematization, and technical support tasks. Additional criteria include responsiveness to feedback, reliability in managing assigned responsibilities, and demonstrated growth in technical understanding and communication skills throughout the internship. 5. 3. Please also outline the supervision plan, including the frequency and mode of interaction between the supervisor and the intern (e.g., regular check-ins, feedback sessions, progress reviews). 6. The supervisor and intern will hold weekly check-ins to review ongoing tasks, address challenges, and adjust priorities as needed. Monthly progress reviews will be conducted to assess performance, provide structured feedback, and plan upcoming activities. Day-to-day communication will take place via email and messaging platforms, with ad hoc meetings scheduled as required to ensure continuous guidance and support. | |