

**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:** |  |
| **Expected End Date of Assignment:** |  |
| **Total number of months of service:** |  |
| **Total number of days of service:** |  |
| **Division/Department:** | FOD / PFM ESA – Financial Management |
| **Reports to:** |  |
| **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 Financial Operations Department (FOD) is a dynamic financial, strategic, and responsive business partner and service provider fully supporting IFAD in developing its financial strategy and managing its financial, investments and material resources. FOD ensures that these resources are efficiently, economically, and effectively used to achieve IFAD’s objectives in the long-term and deliver on its development commitments.  The Procurement and Financial Management Division (PFM) anchors two of IFAD's fiduciary functions for operations, project financial management and project procurement. In this context, the PFM develops and oversees fiduciary policies for procurement services and financial management practices in IFAD-funded operations, including project procurement, project financial reporting, project audit, project liquidity management and overall project fiduciary oversight.  The intern works under the overall strategic, policy and management guidance of the Director FMD/ Chief Financial Management Officer and direct supervision of the Senior Regional FM Officer.  **Learning objectives & competency development:**  The internship will strengthen the intern’s understanding of financial management in IFI-funded operations, public financial management systems, and fiduciary risk mitigation. The intern will develop practical skills in financial analysis, data visualization, and digital financial tools, enhancing competencies in accountability, results-based management, and interdepartmental collaboration. | |
| **Expected Activities:** | |
| **1. Core Functional Tasks (70%)**   * Conduct analytical reviews of interim and annual financial statements, IFRs, and audit reports to identify trends, fiduciary risks, and areas for improvement. * Prepare and validate data for financial dashboards and disbursement tracking systems, supporting evidence-based management decisions. * Draft financial analysis notes and presentation materials for supervision missions, design reviews, and portfolio performance assessments. * Contribute to the preparation and continuous improvement of financial management guidance tools, including FM Action Matrices and fiduciary risk trackers. * Support the design, testing, and enhancement of financial management IT solutions such as IFR automation and portfolio analytics tools. * Participate in planning and coordination of regional financial management learning events, ensuring synthesis of lessons learned and best practices. * Participate in field missions subject to HR policies   **2. Cross-functional Tasks (30%)**   * Contribute to the enhancement of FM IT systems by assisting in the testing and documentation of IFR automation tools, portfolio dashboards, and data quality checks. * Collaborate with Regional Resource Analysts and Financial Officers to review project disbursements and reconcile pipeline projections with actuals. * Support inter-departmental knowledge exchange initiatives, including joint sessions with procurement, portfolio, and results teams on fiduciary governance and performance improvement. | |
| **Skills and qualifications** | |
| 1. **Required skills**  * Strong analytical and quantitative skills with a solid understanding of financial management, accounting, or public finance. * Proficiency in Excel, Power BI, or similar data analysis tools is required; knowledge of ERP or accounting systems is an advantage. * Ability to synthesize large financial datasets, draft concise analytical reports, and use digital platforms for financial oversight. * Excellent communication, teamwork, and problem-solving abilities in multicultural environments.  1. **Desirable academic background**  * Bachelor's degree (required) or pursuing master’s degree (preferred) in Finance, Accounting, Business Administration, Economics, or related fields | |
| **Internship Assessment** | |
| **Expected outcomes and supervision plan** | |
| * The internship will strengthen the intern’s understanding of financial management in development operations, fiduciary oversight, and digital finance systems. Through hands-on exposure to IFAD’s financial reporting, disbursement monitoring, and data analytics, the intern will gain analytical, operational, and communication competencies. * Performance will be evaluated against quality, accuracy, and timeliness of deliverables, initiative in learning, and contribution to team outputs. * Supervision will include bi-weekly check-ins and monthly progress reviews with the supervisor, complemented by ongoing feedback through collaborative tasks and knowledge-sharing sessions. Regular interaction with finance officers and cross-functional teams will reinforce learning and ensure continuous guidance and professional growth. | |