TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2024 CSC PROGRAM

**GENERAL INFORMATION**

**Post Title:** Recruitment of 2024 CSC interns

**Host Organization: International Fund for Agricultural Development**

**Host Department/Division:** Private Sector Advisory and Implementation Unit (PAI), Sustainable Production, Markets and Institutions Division (PMI)

**Duty Station:** Rome, in person

**\***subject to change according to world-wide COVID-19 situation

**Expected Places of Travel:** none

**Duration:** 6 months

**Expected Start Date:** During early July 2024 (e.g., 01 July – 17 December)

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

The intern will be part of the Private Sector Advisory and Implementation Unit (PAI), created to host and coordinate the existing and new initiatives aimed at leveraging additional investments for smallholder agriculture in alignment with IFAD’s Strategic Framework 2015-2025 and the IFAD11 Reform Agenda, as well as to act as the main coordinating unit for the implementation of IFAD’s Private Sector Engagement Strategy 2019-2024 (PSS).

For the duration of the assignment, the intern will develop an understanding of IFADs work, activities, and mandate. This will be achieved by providing him/her with a 360-degree overview on different areas in which the Private Sector Unit operates and its role in delivering on IFAD’s mandate.

Current initiatives covered by the PAI unit include:

* The Private Sector Financing Programme (PSFP) launched in February 2021 with the ambition to mobilize private funding and investments that deliver economic, social and environmental benefits to rural poor and small producers in particular LICs, LMICs and fragile situations. Currently eight Non-Sovereign operations have been approved under this framework delivering direct financing to operating companies as well as financial intermediaries on-lending to small farmers, rural poor and MSMEs.
* The Agribusiness Capital (ABC) Fund, a blended-finance facility sponsored by IFAD, financed by several development partners, and managed by a private fund manager, Bamboo Capital Partners.
* The Smallholder and Agri-SME Finance and Investment Network (SAFIN), an inclusive partnership of actors working in different parts of the global ecosystem for agricultural and related small and medium enterprises (SMEs) finance and investment.

# \* Example: Project management/Planning/Marketing/HR/Finance&Accounting/eduction/Information technology (data analysis, survey, etc.)/Agricultural production/etc.

# Specific Description:

Under the direct supervision of the Head of Unit, the incumbent will:

1. Support PAI Investment Officers drafting documents related to NSO approval and implementation;
2. Support the daily administration of the Unit, including coordinating the scheduling of meetings, and ensuring that correct information and background materials are provided for these meetings;
3. Contribute to improve PAI’s visibility by improving the design, visibility, and effectiveness of presentations and brochures and assisting in updating PAI’s web contents;
4. Assist in the organization of internal and external knowledge sharing events/activities;
5. Participate as an observer in various meetings as and when required and draft follow-up reports;
6. As and when requested, conduct research and provide relevant statistical information;
7. Keep PAI’s online filing system up to date;
8. Support any other tasks as assigned by the supervisor.

# EXPECTED DURATION OF ASSIGNMENT

The duration of the internship is of 6 months, full time.

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Must be enrolled in an Advanced University Degree in economics, finance, business administration, international development, or related field from an accredited institution,

**or** must have completed their university studies in one of the above subjects at an accredited university at undergraduate level within the last 12 months before the internship start date.

* Must have attended courses in the last 12 months.

# \* Note) Minimum academic background for the OASIS program is those who have completed the second year of university or higher

# EXPERIENCE

* Initial experiences in project management, ideally in the field, advancing financial operations or digital transformation in the private sector would be a strong asset.

# LANGUAGE

* Excellent spoken and written English is an essential requirement;
* Knowledge of French is of value added

**FUNCTIONAL COMPETENCIES**

* Research
* IT literacy
* Computer knowledge
* Communication
* Teamwork
* Time management
* Multitasking
* Adaptability
* Planning and prioritizing

**Core Competencies**

Refer to functional competencies.