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 (IFAD)**

**Host Department/Division: SAFIN Network, Sustainable Production, Markets and**

**Institutions Division (PMI)**

**Duty Station: In presence, IFAD HQ, Rome, Italy**

**\***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**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment: Research, Writing, Communications, Events

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

# Specific Description:

The Smallholder and Agri-SME Finance and Investment Network (SAFIN) is a global network of 58 organizations working together to advance inclusive finance for farmers organizations and SMEs in the agriculture sector. SAFIN’s strategic direction, plans and activities are coordinated through a Secretariat hosted within the Private Sector Advisory and Implementation Unit at IFAD headquarters in Rome and overseen by a Steering Committee of 6 members representing the institutional diversity of the Network. In 2021, the network set a learning agenda and agreed to focus on four thematic areas: climate finance, digital innovations, access to finance for farmers organizations, and the support environment for agri-SME finance. SAFIN delivers its mandate through knowledge sharing and learning, convening and coordination, and member collaboration in these thematic areas. Within this context, the support of an intern is required to perform the following duties under the direct supervision of the SAFIN Senior Coordinator, and in collaboration with the SAFIN Secretariat:

* Provide research support by proactively and regularly tracking new publications, events and opportunities in the area of agri-SME finance and investment, synthesizing findings into bulletins or other formats as appropriate, and feeding this information into the activities of the Secretariat and SAFIN websites.
* Support SAFIN visibility and fundraising efforts by drafting communication materials including power point presentations, information notes etc.
* Prepare research-based briefs to support the recruitment of new member institutions into the network.
* Support the organization of and reporting on:
* SAFIN thematic learning events such as webinars, workshops, experience-sharing calls;
* SAFIN participation in and side events at international forums like Africa Food Systems Forum and UNFSS;
* SAFIN annual plenary meetings or regional convenings.
* Support the regular update of SAFIN digital channels and resources including the SAFIN website, members portal mailing list and bulletins.
* Support activity planning by maintaining an engagement calendar, documenting key action points from annual planning meetings and regular team meetings, preparing relevant documentation for quarterly Steering Committee meetings, and information management on SAFIN Xdesk site.
* Perform any other related duties as required by the SAFIN Senior Coordinator.

# For the above duties an excellent knowledge of spoken and written English is required

# EXPECTED DURATION OF ASSIGNMENT

**6 Months, full time**

# QUALIFICATION/EXPERIENCE

The successful offer or shall meet the following minimum criteria:

# EDUCATION

Must be in line with IFAD and OASIS program internship requirements:

* Must have completed the second year of university or higher;
* Must be enrolled in an accredited university or graduate school, have attended courses in the last 12 months, and have completed at least two years of undergraduate studies when joining IFAD (contract start date) **or** must have completed their university studies at an accredited university at the undergraduate or postgraduate level within the last 12 months before the internship start date.

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

# EXPERIENCE

* Experience conducting research and synthesizing related information in the agriculture and finance sectors.
* Experience or exposure to common authoring tools such as Microsoft office, WordPress, Canva and Mail Chimp

# LANGUAGE

* Excellent spoken and written English is required

**FUNCTIONAL COMPETENCIES**

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

**Core Competencies**

Refer to functional competencies.