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: Independent Office of Evaluation**

**Duty Station: In presence**

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

**Expected Places of Travel: -**

**Duration: 6 months**

**Expected Start Date: During early July 2024**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Background

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 agricultural sector, focusing on the most marginalized smallholder farmers. To this end, IFAD finances 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 Independent Office of Evaluation of IFAD (IOE) promotes accountability and learning through independent evaluations of IFAD's work. In line with IFAD's 2021 Evaluation Policy, IOE reports directly to the IFAD Executive Board.

# Learning objectives

The learning objectives of this internship include: (a) Attaining familiarity with IFAD’s databases; and (b) Sound understanding of the qualitative and quantitative evaluation methods, particularly related to data analysis.

The Intern will assist the Corporate Level Evaluation-Thematic Evaluation (CLE-TE) Team with research and necessary support to the ongoing evaluative work, as determined by the Team Coordinator as part of IOE’s 2023 and 2024 work plans approved by the Board.

# Type of assignment and tasks:

The intern will actively participate and support the work and activities of the CLE-TE Team, led by Suppiramaniam Nanthikesan, Lead Evaluation Officer. Specifically, the Intern will be responsible for the following tasks commensurate with the learning objectives and required levels of skills and experiences in relation to the evaluation products assigned to the team:

* + - Compile, analyse and synthesize relevant documents in support of the desk review.
    - Assist in identifying relevant key stakeholders; organizing and assisting in the conduct of interviews with them.
    - Support the development of knowledge-based products including data visualisations, presentations and material for learning events.
    - Provide research and analytical support as required by the Lead evaluator.
    - Participate in other IOE activities and tasks as required by the Lead evaluator

# EXPECTED DURATION OF ASSIGNMENT

The intern is expected to complete a total of six months of internship.

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Should have a Bachelor’s degree
* Should be enrolled or have completed a Master’s degree

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

# EXPERIENCE

* Practical experience in developing and applying machine learning models for real-world problems, with specific experience in utilizing GPT-4 for natural language processing, text generation, and data analysis tasks.

# LANGUAGE

* English (full command, both written and verbal communication)

**FUNCTIONAL COMPETENCIES**

* Knowledge of contemporary evaluation/ research techniques and practices, preferably in the area of development, agriculture, food security, nutrition.
* Communication skills: write clearly, succinctly and convincingly, listen and communicate to engage others.
* Full command of Microsoft applications (Word, Excel, PowerPoint), and common Internet applications.
* Mastery of statistical or qualitative analysis software and familiarity with frameworks relevant to data science (e.g., Pandas, scikit-learn) Ability to apply Natural Language Processing (NLP) techniques for textual data analysis and insights generation.

**Core Competencies**

* Communication
* Teamwork
* Planning and Organization
* Accountability
* Commitment to Continuous Learning