TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF Interns under the 2024 CSC Programme

The intern will join a dynamic team in the Front Office of IFAD’s Strategy and Knowledge Department (SKD), more specifically in its Knowledge Unit. The Intern’s main tasks relate to providing research support, gathering and analyzing internal and external data and evidence. The intern’s work will contribute to the development of the IFAD’s new Strategic Framework and IFAD’s flagship Rural Development Report (2025), as well as strategic papers and policy briefs. The responsibilities will also encompass assisting the SKD front office in preparation of the Associate Vice President’s speaking engagements, official missions, coordination within the department.

GENERAL INFORMATION

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

**Host Organization:** IFAD

**Host Department/Division:** FSK (SKD Front Office)

**Duty Station: In presence[[1]](#footnote-1) (funded)** - Home-based (not funded by CSD)

**Expected Places of Travel:** None

**Duration: \*\***

**Expected Start Date:** Starting in June-July 2024 (exact date TBD)

JOB DESCRIPTION

# SCOPE OF ASSIGNMENT

# TYPE OF ASSIGNMENT:

# Research for Strategic and policy briefs, knowledge products

# Assistance to the Front office of the AVP SKD

# SPECIFIC DESCRIPTION:

# Undertake internal and external research, analyze and synthesize it for use;

# Compile basic information and collect data from dashboards and IFAD systems (ORMS, Oracle BI etc…) and analyze it;

# Assist in preparing user-friendly analysis on IFAD’s portfolios including trends and patterns;

# Support the process of development of the IFAD’s new Strategic Framework;

# Work with the RDR team and support in undertaking research, reviewing background papers, collecting data and evidence;

# Support the RDR process by setting up meetings, following up with the stakeholders, recording agreed actions and following up on them

# Work with the Knowledge unit and support it in organizing internal/external knowledge events, delivering knowledge products, reviewing knowledge publications, etc;

# Support the SKD Front office in preparing background documentation for the AVP’s internal and external engagements and official missions, coordinate with SKD teams to obtain required technical background and talking points;

# Support the Front office/KU in management of data records and analysis, ensure that they are properly stored in repositories for easy access and searchability

# Participate and assist with the organization of SKD Front Office meetings, workshops and retreats;

# Undertake other relevant to the assignment tasks.

# EXPECTED DURATION OF ASSIGNMENT

* 6 to 12 months depending on the IFAD rules and regulations on contract length (if extension up to 12 months runs into effect at the time of raising the contract)

# QUALIFICATION/EXPERIENCE

The successful candidate shall meet the following minimum criteria:

# EDUCATION

* Master’s degree in in economics, politics, social science or related area.

# EXPERIENCE

* Previous experience in research and analytical work is required
* Experience in systematic evidence reviews is desirable

# LANGUAGE

* English (minimum C1/C2 level)
* Other UN language desirable but not mandatory (French or Spanish)

FUNCTIONAL COMPETENCIES

* Excellent research and analytics skills
* Good communication skills (fluent written and oral communication)
* Good organizational skills
* Basic MS Office IT skills

CORE COMPETENCIES

* Basic understanding of IFAD’s mandate, offers, organizational structure.
* Open inter-personal soft skills
* Resourceful and solution oriented
* Teamwork capabilities and collaboration
* Able to work with multiple responsibilities
* Ability to successfully interact with individuals of diverse cultural backgrounds and sensitivity to differing opinions and views

1. subject to change according to world-wide COVID-19 situation

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

   \*\*Duration of contract will run from 6-12 months depending on IFAD regulations at the time of contract [↑](#footnote-ref-1)