

**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:** | Partnership, policy and communications. |
| **Expected Start Date of Assignment:** | 1 March 2026 |
| **Expected End Date of Assignment:** | 31 August 2026 |
| **Total number of months of service:** | 6 |
| **Total number of days of service:** | 180 |
| **Division/Department:** | GPR/ERD |
| **Reports to:** | Maurizio Navarra, Sr Partnership Officer, GDPRD Secretariat Coordinator |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVE(S) TO BE ACHIEVED** | |
| **Organizational Context:**  This is an internship with the International Fund for Agricultural Development (IFAD) in Rome, Italy. Specifically, the position is at the Secretariat of the Global Donor Platform for Rural Development, which sits in the Global Engagement, Partnership and Resource Mobilization Division of IFAD.  The [Global Donor Platform for Rural Development (GDPRD)](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.donorplatform.org%2F&data=05%7C02%7Ca.cordova%40ifad.org%7C75d62b01a04a4abdf58808ddad297900%7Cdc231ce49c9443aab3110a314fbce932%7C0%7C0%7C638857116196353496%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=mFKDbtQtPbSrcMTfJmGcZKRJIIdpk%2FhJBd4309wHIJ8%3D&reserved=0) is an informal network of 45 bilateral and multilateral donors, international financial institutions, intergovernmental organizations, foundations and development agencies. The GDPRD plays a critical role as a knowledge-sharing and donor coordination platform in the context of an increasingly challenging geopolitical and financial landscape for development cooperation.  The Platform currently manages three [workstreams](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.donorplatform.org%2Fworkstreams-overview%2F&data=05%7C02%7Ca.cordova%40ifad.org%7C75d62b01a04a4abdf58808ddad297900%7Cdc231ce49c9443aab3110a314fbce932%7C0%7C0%7C638857116196379245%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=APzprebKCtAuu0pvOJ6stx1%2BhRbiW7c28N9Qpm6I3Zc%3D&reserved=0): [innovative financing for food systems](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.donorplatform.org%2Fworkstreams-overview%2Fworkstream-finance%2F&data=05%7C02%7Ca.cordova%40ifad.org%7C75d62b01a04a4abdf58808ddad297900%7Cdc231ce49c9443aab3110a314fbce932%7C0%7C0%7C638857116196393686%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=62vXjf2Guh%2BRtZwVgVMIfJ0M2qmJ76qB4JNCtn2ETAo%3D&reserved=0); [donor coordination](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.donorplatform.org%2Fworkstreams-overview%2Fworkstream-donor-coordination%2F&data=05%7C02%7Ca.cordova%40ifad.org%7C75d62b01a04a4abdf58808ddad297900%7Cdc231ce49c9443aab3110a314fbce932%7C0%7C0%7C638857116196409345%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=dBqoMpCRp22%2F8NTY4Ph1GKNF44eqDu4kcVZ9jI42obg%3D&reserved=0); and [data for food systems and rural development](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.donorplatform.org%2Fworkstreams-overview%2Fworkstream-data%2F&data=05%7C02%7Ca.cordova%40ifad.org%7C75d62b01a04a4abdf58808ddad297900%7Cdc231ce49c9443aab3110a314fbce932%7C0%7C0%7C638857116196422718%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=7fVR921Z2G%2FE6TSQ9ko%2FSls0%2B%2FxGF%2BdzPPC8%2BYK58qY%3D&reserved=0).  **Learning objectives & competency development:**  The Intern will be provided with a comprehensive learning experience in partnership-building, policy analysis, and strategic communications within the context of global development cooperation. By contributing to the workstreams and thematic areas of the Global Donor Platform for Rural Development (GDPRD), the Intern will gain exposure to donor coordination processes, innovative financing for food systems, and emerging policy discussions on artificial intelligence in agrifood systems.  Through hands-on involvement in research, knowledge product development, communications, and event support, the Intern will strengthen key competencies, including:   * Analytical and Research Skills: Conducting background research, synthesizing complex policy information, and supporting the development of thematic workstreams such as innovative financing and AI in agrifood systems. * Policy Understanding: Building a solid understanding of international development architecture, food systems governance, and the roles of bilateral and multilateral donors in rural development. * Communications and Content Development: Developing high-quality multimedia content (interviews, podcasts, articles, social media posts), sharpening writing and storytelling abilities, and applying communications strategies relevant to donor platforms. * Project and Event Coordination: Supporting outreach, virtual and in-person events, Board meetings, and stakeholder engagement, thereby enhancing organizational and coordination skills. * Partnership and Networking Skills: Interacting with IFAD’s Global & Multilateral Engagement teams and the broader GDPRD membership, gaining insight into partnership management and donor relations. * Digital and Data Competencies: Contributing to the GDPRD’s Food Systems Databases and learning about data collection, validation, and use in policy processes.   Overall, the internship will contribute to the Intern’s professional development by offering meaningful engagement with global policy dialogues, opportunities to apply academic knowledge in a real-world institutional setting, and exposure to current trends in financing, AI, and rural development. This experience will help the Intern build a strong foundation for future roles in international organizations, development policy, communications, or partnership management. | |
| **Expected Activities:** | |
| **1. Core Functional Tasks (70%)**   * Support partnership outreach, events, Board meetings, and other related engagements. * Support the research and development for the GDPRD workstream on “Financing Agrifood Systems for People, Planet and Prosperity”. * Support GDPRD communications through content development (interviews, podcast, videos) for the GDPRD website, newsletters and social media channels (LinkedIn, X/Twitter, Instagram). * Research and policy analysis to support two GDPRD Food Systems Databases (flagship reports and the international architecture of organizations in food systems and agricultural development). * Interact with IFAD’s Global & Multilateral Engagement team. * Undertake other related tasks, as requested by the supervisor.   **2. Cross-functional Tasks (30%)**   * Support the launch of a new GDPRD workstream on “Donor Approaches for Implementing Artificial Intelligence (AI) Solutions for Agrifood Systems Transformation”, including background research, preparation of knowledge products, and organization of webinars. | |
| **Skills and qualifications** | |
| 1. **Required skills**    1. Fully proficient in English.    2. Working knowledge of other IFAD official languages (French, Spanish, Arabic) is an asset.    3. Proficiency in the Microsoft 365 suite (Word, PowerPoint, Outlook, Excel).    4. Writing skills - ability to synthesize complex concepts in succinct summaries.    5. Research skills – ability to review and extract key insights from reports.    6. Knowledge of the major social media platforms (LinkedIn, X/Twitter, Instagram).    7. Teamwork – ability to proactively collaborate and cooperate with other team members toward the achievement of shared goals.    8. Problem-solving – ability to provide creative and innovative solutions to complex problems.    9. Adaptability – ability to quickly learn and take on different tasks.    10. Multitasking – ability to prioritize tasks and manage multiple assignments at once.    11. Attention to details – ability to deliver high quality work. 2. **Desirable academic background**    1. Graduated from or enrolled in an Advanced University Degree (Master or equivalent) in international development, food policy, political sciences, economics, media or any other related field. | |
| **Internship Assessment** | |
| **Expected outcomes and supervision plan** | |
| 1. 1. **Please describe how the above activities will contribute to the Intern’s learning and professional development.** The proposed activities will offer the Intern a structured opportunity to develop both technical and soft skills relevant to international development and organizational operations. Through hands-on engagement in research, communications, project coordination, and stakeholder support, the Intern will strengthen their analytical abilities, writing proficiency, and understanding of development cooperation processes. Exposure to real-world workflows—such as drafting briefs, supporting events, contributing to knowledge products, and engaging with partners—will deepen the Intern’s familiarity with donor priorities and multilateral collaboration. 2. In addition, the Intern will gain practical experience in time management, teamwork, and problem-solving within a professional environment. These activities are designed to enhance the Intern’s confidence, expand their professional network, and build a portfolio of tangible outputs that will support their future career in development, communications, or policy. 3. 2. **Please describe how the supervisor will evaluate the Intern’s performance in relation to the activities outlined above.** The Intern’s performance will be assessed against the quality, timeliness, and accuracy of the deliverables associated with the assigned tasks. Evaluation criteria will include:  * **Quality of Work:** Clarity, relevance, and completeness of written outputs, research notes, meeting summaries, and communications products. * **Reliability and Initiative:** Ability to manage deadlines, follow instructions, demonstrate initiative, and work independently when appropriate. * **Collaboration:** Engagement in team processes, responsiveness to feedback, and effective communication with colleagues and external partners. * **Professional Growth:** Evidence of learning, adaptability, and expanding mastery of skills over the course of the internship.  1. The supervisor will use both formative (ongoing) and summative (end-of-assignment) assessments to provide a comprehensive evaluation. 2. 3. **Please also outline the supervision plan, including the frequency and mode of interaction between the supervisor and the intern (e.g., regular check-ins, feedback sessions, progress reviews).** The supervisor will provide structured and consistent oversight to ensure the Intern receives guidance, support, and learning opportunities throughout the assignment. The supervision plan includes:  * **Weekly Check-Ins:** A scheduled meeting each week to review progress, discuss upcoming tasks, address challenges, and provide feedback. * **Regular Informal Communication:** Ongoing interaction through email, messaging platforms, or brief drop-in calls as needed to clarify tasks or respond to emerging issues. * **Monthly Progress Reviews:** More in-depth sessions once per month to assess achievements, identify areas for improvement, and adjust the Intern’s work plan as necessary. * **Mid-term and Final Performance Discussions:** Dedicated meetings to reflect on performance, discuss learning outcomes, and outline next steps for professional development.  1. This approach ensures the Intern is supported, aligned with team objectives, and able to maximize the learning potential of the internship. | |