

**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:** |  |
| **Expected Start Date of Assignment:** | 01 March 2026 |
| **Expected End Date of Assignment:** | 31 August 2026 |
| **Total number of months of service:** | 6 |
| **Total number of days of service:** |  |
| **Division/Department:** | Private Sector Operations Division (PSD) / Department of Country Operations (DCO) |
| **Reports to:** | Portfolio Management Officer |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVE(S) TO BE ACHIEVED** | |
| **Organizational Context:** The Private Sector Operations Division (PSD) was established to complement IFAD’s sovereign operations by providing Non-Sovereign Operations (NSOs) that finance private enterprises and catalyze intended positive measurable outcomes on an impact level. PSD’s core mandate is to design, implement, and monitor investment and non-investment activities that advance IFAD’s private sector agenda strengthening cross-departmental coordination.  A dedicated Portfolio Management Unit was established within the PSD in November 2025 to support the effective operationalization of the IFAD Private Sector Operational Strategy 2025–2030. The Unit strengthens the Division’s ability to oversee, monitor, and guide the performance of NSOs, working closely with clients, internal division and investment officers to ensure that all investments demonstrate strong relevance, deliver expected social, environmental, and rural development results, and maintain clear financial and non-financial additionality.  **Learning objectives & competency development:**  The internship will provide the intern with hands-on experience in operationalizing a new impact management system for private sector investment operations. In particular, the intern will:   1. **Support implementation of the new impact framework and scorecard.** Contribute to the rollout of a unified framework measuring economic, social, rural development, financial, and environmental performance across the NSO portfolio. 2. **Align investee-level impact investment theses with IFAD’s results architecture.** Assist in reviewing and mapping expected impact pathways with metrics (quantitative or qualitative) of each client against the updated scorecard and IFAD core indicators, identifying gaps and inconsistencies. 3. **Strengthen data collection, validation, and reporting practices.** Engage with investment officers and clients to gather performance data, improve data quality and reliability, and ensure efficient reporting processes that support attribution, aggregation, and impact scoring. 4. **Perform analytical assessments of portfolio results.** Assist the unit in analysing impact and financial/ economic data using dashboards and portfolio tools, supporting performance monitoring and evidence-based decision-making. 5. **Facilitate cross-functional cooperation within the organization.** Work with the portfolio unit and other technical experts of the Office of Development Effectiveness and co-support in strategies to embed impact across the investment lifecycle. | |
| **Expected Activities:** | |
| **1. Core Functional Tasks (70%)**  Operationalization of the new impact framework and scorecard across the NSO portfolio, specifically by:   * Collecting, validating, and inputting investee performance data (economic, environmental, social, financial, and rural development metrics) into portfolio tracking tools and systems. * Mapping and aligning existing investee metrics with the new impact scorecard structure and IFAD core indicators. * Conducting data quality reviews, identifying gaps and inconsistencies, and proposing improvements to data collection methodologies. Preparing analytical summaries. * Assisting in process improvements, including updating guidance notes, flows, and templates related to the Impact Framework rollout.   **2. Cross-functional Tasks (30%)**   * Assist in identifying new strategies in ensuring alignment between impact investment theses, indicators during project implementation, and portfolio reporting | |
| **Skills and qualifications** | |
| 1. **Required skills**  * Strong quantitative and analytical skills, including the ability to work with financial, economic, environmental, and social impact data. * Capacity to understand and translate concepts across economics/finance, social development, and environmental/climate dimensions. * Proficiency in Excel and familiarity with data visualization tools. * Ability to engage with diverse stakeholders and communicate metrics clearly to both technical and non-technical stakeholders. * Capacity to work collaboratively and contribute to cross-functional initiatives. * Motivation to learn about development finance, private sector investment, and impact measurement.  1. **Desirable academic background**  * Agricultural/ Environmental Economics, Rural Development or Agribusiness or; * Economics (development economics, finance, business administration) or; * Political science, Social Development (with quantitative coursework) | |
| **Internship Assessment** | |
| **Expected outcomes and supervision plan** | |
| * 1. Please describe how the above activities will contribute to the Intern’s learning and professional development. * The internship will give the intern hands-on experience in how PSD NSO designs, implements, and monitors private sector investments. Through direct involvement in the operationalization of the new Impact Framework and Scorecard, the intern will:   + Gain applied experience in impact measurement, portfolio management, and development finance, strengthening both technical and analytical competencies;   + Develop practical skills in interpreting financial, economic, social, and environmental indicators, and in linking investment theses to measurable development outcomes;   + Build cross-functional competencies by working with investment officers, ICT teams, thematic experts, and clients to improve data flows and reporting systems;   + Strengthen communication and coordination skills by supporting interaction with investees and internal teams on reporting requirements and data quality;   + Enhance understanding of blended finance, IFI/DFI standards, and the operational realities of private sector development projects. * 2. Please describe how the supervisor will evaluate the Intern’s performance in relation to the activities outlined above. * Analytical work: data processing and complete assigned tasks with accuracy * Initiative and problem-solving: especially regarding data gaps, reporting challenges, and alignment with the new framework; * Adaptability: willingness to learn within a multicultural team environment. * 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). * Primary supervisor: the intern will report directly to the Portfolio Management Unit Lead within PSD. * Frequency of interaction: * Daily as needed for technical guidance, data reviews, or coordination with other divisions; * Weekly check-in meetings to review progress, clarify tasks, and address challenges; * Monthly progress reviews to assess deliverables, adjust priorities, and track performance against the work plan. | |