

**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:** | Portfolio monitoring |
| **Expected Start Date of Assignment:** |  |
| **Expected End Date of Assignment:** |  |
| **Total number of months of service:** | 6 |
| **Total number of days of service:** |  |
| **Division/Department:** | PMI-OTD |
| **Reports to:** |  |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVE(S) TO BE ACHIEVED** | |
| **Organizational Context:**  Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people. IFAD finances programmes and 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 Office of Technical Delivery (OTD) is responsible for providing expert technical guidance to IFAD teams engaged in the design and implementation of projects and programmes to deliver the high technical quality investments that facilitate rural transformation, and which comply with IFAD's mandate and operational policies. The Office ensures IFAD applies and disseminates state of the art expertise in its investments and evidence on strategic themes and encourages the innovative application of global insights and evidence in IFAD investments. This helps countries tackle complex development challenges in fostering inclusive and sustainable rural transformation including mainstreaming areas.  The Office of Technical Delivery works in close coordination with other departments, offices and divisions in IFAD and the Managing Director, works under the direct supervision of the Vice-President of IFAD.  The Office of Technical Delivery comprises the Environment, Climate, Gender and Social Inclusion Division (ECG) and the Sustainable Production, Markets and Institutions Division (PMI).    PMI provides technical support to IFAD Country Programs to ensure the proper application of corporate quality standards required for achieving development results and impact in key thematic areas, including food production systems (i.e., fisheries, livestock, and agronomy), land, natural resources management, water and rural infrastructure, financial services, rural markets and enterprises and rural institutions. It contributes to the generation of evidence and expertise on these themes and facilitates their use in IFAD projects and activities.  The Agricultural Research for Development (AR4D) Unit is part of the PMI Division within the OTD at IFAD. Through IFAD, the EC financed a number of international research institutions including the Consultative Group for International Agricultural Research (CGIAR) and the CAADP ex Pillar IV organizations in Africa. The current EC-funded portfolio managed by AR4D Unit includes the ‘Development of Smart Innovation Through Research in Agriculture’ (CAADPxP4), the ‘Agroecological Transitions for Building Resilient and Inclusive Agricultural and Food System’ program (TRANSITION) and the Global Forum on Agricultural Research (GFAiR).  **Learning objectives & competency development:**  The incumbent will strengthen competencies in knowledge management, analytical writing, and evidence-based communication, developing the ability to translate technical research outputs into accessible, high-quality knowledge products. They will gain experience in technical review and synthesis, deepen their understanding of agricultural research for development (AR4D) and related themes such as climate-smart agriculture, agroecology, and innovation scaling. The role will also build skills in data systematization, repository management, and portfolio tracking, enhancing operational and organizational competencies. By supporting workshops, webinars, and cross-unit engagement, the incumbent will develop coordination, facilitation, and stakeholder engagement skills. Additionally, exposure to corporate processes and program start-up activities will foster project management, adaptability, and problem-solving abilities, preparing the incumbent for more advanced responsibilities in technical cooperation and development programming. | |
| **Expected Activities:** | |
| 1. Core Functional Tasks (70%)  Knowledge Management & Communication - Content development, dissemination, and KM product support   * Gather and curate information from AR4D grants for KM products (how-to notes, infographics, blog posts, policy briefs, research series, etc.). * Contribute to knowledge products reflecting lessons learned and best practices from CAADP xP4, TRANSITIONs, GFAiR and related initiatives. * Support the selection and packaging of AR4D innovations/technologies for KM products on climate adaptation, mitigation, CSA, agroecology, crop management, etc. * Research and collect data from internal/external sources to inform KM outputs. * Assist in preparing presentations and collaboration documents for AR4D’s engagement with IFAD and non-IFAD initiatives. * Draft summaries, talking points, schedules, and inputs for reports and presentations. * Support updates of the AR4D website and dissemination of project results.   Technical Assistance, Evidence Systematization & Reporting - Technical review, documentation, and analytical inputs   * Review technical documents (progress reports, scientific reports, innovation briefs) and prepare preliminary technical notes for AR4D projects. * Implement and maintain the AR4D repository of technologies and innovations to support collaboration with IFAD investment projects. * Systematize evidence and data on research outputs across the AR4D portfolio.   Learning, Events & Stakeholder Engagement - Workshops, webinars, internal/external coordination   * Provide inputs and logistical/technical assistance for workshops and webinars organized under AR4D, including those funded by the EC. * Support coordination across AR4D programs to foster internal learning and knowledge exchange.   2. Cross-functional Tasks (30%) Portfolio & Operational Support - Cross-functional and administrative portfolio management tasks  * Upload project documentation and maintain the unit's digital archive and repository. * Contribute to preparing and maintaining an Excel tracking sheet monitoring documentation submissions for all AR4D programs. * Provide technical assistance for corporate requests requiring AR4D-related inputs. * Support contractual and operational preparations for launching the ATHAZ program. * Perform other duties as assigned by the Supervisor. | |
| **Skills and qualifications** | |
| 1. **Required skills**    1. Interested in sustainable agricultural, research and innovation for rural transformation.    2. Be fluent in English. Knowledge of another IFAD official language (Arabic, French or Spanish) and/or any other language may be necessary, depending on the region of assignment.    3. Knowledge of project and program management is an asset.    4. Experience with research projects in agriculture is a strong asset. 2. **Desirable academic background**    1. Have recently completed university studies at the undergraduate or postgraduate level in Agriculture, Agronomy, Biosciences, Natural Resources Management, or related fields. | |
| **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. 2. The activities will allow the intern to develop practical skills in knowledge management, technical review, and evidence synthesis within the agricultural development sector. By contributing to the preparation of knowledge products, supporting portfolio monitoring, and participating in technical and learning events, the intern will enhance their analytical, communication, and organizational skills. These tasks will also deepen the intern’s understanding of AR4D processes, innovation scaling, and IFAD’s operational environment, strengthening their overall capacity for future roles in development programming and policy. 3. 2. Please describe how the supervisor will evaluate the Intern’s performance in relation to the activities outlined above. 4. The supervisor will assess the intern’s performance based on the quality, accuracy, and timeliness of deliverables; the intern’s ability to follow guidance and work collaboratively; and their initiative in contributing to knowledge products, data systematization, and technical support tasks. Additional criteria include responsiveness to feedback, reliability in managing assigned responsibilities, and demonstrated growth in technical understanding and communication skills throughout the internship. 5. 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). 6. The supervisor and intern will hold weekly check-ins to review ongoing tasks, address challenges, and adjust priorities as needed. Monthly progress reviews will be conducted to assess performance, provide structured feedback, and plan upcoming activities. Day-to-day communication will take place via email and messaging platforms, with ad hoc meetings scheduled as required to ensure continuous guidance and support. | |