

**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:** | Procurement |
| **Expected Start Date of Assignment:** |  |
| **Expected End Date of Assignment:** |  |
| **Total number of months of service:** | max. 6 months |
| **Total number of days of service:** | max. 120 days |
| **Division/Department:** | Management Services Division/Corporate Services Department |
| **Reports to:** | Ingegerd Nordin Ditlevsen, Corporate Procurement Manager |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVE(S) TO BE ACHIEVED** | |
| **Organizational Context:**  The intern will act as a resource person on activities related to Procurement for Headquarters. The activities will contribute to the effective management of procurement workflows, coordination with suppliers and contractors, and support to related functional areas.  The work environment is collaborative and cross-functional, involving interaction with stakeholders across the organization and, where relevant, with the Common Procurement Team (IFAD–FAO–WFP).  **Learning objectives & competency development:**  Please briefly describe the learning objectives of the internship and how they will contribute to the intern’s competency development  During the internship, the intern will:   * Gain practical insight into tender preparation, contract drafting and updating, and supplier communication. * Learn how procurement activities are planned, executed and monitored in support of organizational needs. * Become familiar with e-tendering systems, procurement policies and UN procurement procedures. * Understand the dynamics of supplier interaction, contract lifecycle, market research and record archiving. * Build awareness of risk management, insurance activities and asset management within a procurement context.   **Technical Competencies**   * Procurement & Contract Management: Experience in preparing tenders, commercial contracts, archiving documentation, and supporting the procurement cycle. * Research & Analysis: Conducting market research and collecting data to support sourcing decisions and tender preparation. * Administrative & Digital Tools: Updating information in e-tendering systems and maintaining accurate records using MS Office and digital platforms. * Risk & Asset Management: Supporting activities related to insurance, asset control and related reporting.   **Core Competencies**  The intern will develop:   * Integrity and Ethics through adherence to procurement rules and transparency in task execution. * Accountability by delivering assigned tasks on time and maintaining accurate documentation. * Client Orientation by responding effectively to internal stakeholders’ needs. * Teamwork through cooperation with stakeholders across the organization * Planning and Organization through structured handling of multiple activities and deadlines. * Commitment to Learning by actively acquiring new knowledge related to international public procurement. | |
| **Expected Activities:** | |
| **1. Core Functional Tasks (70%)**   * Please describe the regular activities the intern will be expected to perform (please limit the administrative duties)   Under the close supervision of the Corporate Procurement Manager the intern will work as resource person on activities related to Procurement for Headquarters, in particular the contract preparation and contract management. These activities will include, but not limited to, the following:     * Help in the preparation and update of Commercial Contracts * Help in the preparation of tenders * Send standard communications to Contractors * Help in archiving contracts * Conduct market researches * Update information on contracts in IFAD e-tendering websites * Help in activities of the Common Procurement Unit (IFAD-FAO-WFP) * Help in Asset Management activities * Help in Risk Management and Insurance activities * Other related initiatives and activities.   In carrying out these activities, the intern will also familiarize with the following websites: UN Global Marketplace, IFAD e-tendering system, other UN Procurement websites.  **2. Cross-functional Tasks (30%)**   * Please outline a six-month cross-functional project the intern is expected to undertake during the six-month period   There is no single pre-defined project for the internship period. A cross-functional project is identified and assigned based on the priority needs of the Procurement division at the time of the internship. Typical areas include:   * Support to sourcing activities * Spend analysis and reporting * Supplier onboarding and documentation | |
| **Skills and qualifications** | |
| 1. **Required skills**    1. Any academic or volunteer experience related to procurement, supply chain, contract management, or administrative support will be considered an asset.    2. Demonstrated interest in international development, public procurement, or operational support is desirable.    3. Experience working in a multicultural environment or for an international organization is an advantage. 2. **Desirable academic background**    1. Relevant fields of study include: Economics, Procurement, Supply Chain Management, Business Administration, Public Administration, International Relations, or other related areas. | |
| **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 intern will develop:   * Technical skills in contract drafting, tender documentation, use of e-tendering tools and UN procurement platforms. * Analytical and research skills through market analysis and information gathering. * Administrative competence through document management, record maintenance and standardized communication with suppliers. * Professional communication skills by interacting with internal stakeholders and external service providers. * Understanding of compliance and governance, including risk management, insurance activities and asset management.   These activities will support the intern’s professional development by building a foundation in procurement operations, improving organisational capabilities, and increasing confidence in working in a multicultural institutional environment.   1. 2. Please describe how the supervisor will evaluate the Intern’s performance in relation to the activities outlined above.   The supervisor will evaluate the intern’s performance based on:   * Timely delivery of assigned tasks and adherence to deadlines. * Accuracy and quality of documentation, including contracts, tender files and updates in the e-tendering system. * Professional conduct, including communication with colleagues, contractors and other stakeholders. * Initiative and problem-solving, particularly in identifying and proposing improvements to processes. * Level of independence and learning progression over the period of the internship. * Compliance with policies and procedures, ensuring confidentiality, integrity and ethical standards.  1. 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 intern will work under the overall supervision of the Corporate Procurement Manager, with the support and guidance of Procurement Officers and Procurement Consultants. The team will provide operational guidance on a day-to-day basis.  Supervision will include:   * Weekly check-ins to review progress, discuss tasks and provide feedback. * Ad-hoc meetings with the Procurement Consultants when specific issues or questions arise. * Ongoing informal guidance to ensure learning, skill development, and effective contribution to procurement tasks.   Communication will take place through email, in-person and online meetings ensuring regular interaction, structured follow-up and continuous learning. | |