TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2025 - 2026 SEOUL NATIONAL UNIVERSITY PROGRAM

**GENERAL INFORMATION**

**Post Title:** Recruitment of 2025 - 2026 SNU interns

**Host Organization: International Fund for Agricultural Development (IFAD)**

**Host Department/Division: Innovation Unit (IU)**

**Duty Station:** In presence / Home-based / etc.

**\***subject to change according to world-wide COVID-19 situation

**Expected Places of Travel:**

**Duration: 6 months**

**Expected Start Date: 1 September 2025**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# Internship under IFAD’s Innovation Unit

# Specific Description:

# Under the overall supervision of the Global Head of Innovation (IKI), an in consultation with relevant team members, the intern will engage in the following activities:

# 1. Development and maintenance of the AI innovation tool, Innosight

# - Assist in the continued development of Innosight, an integrated suite of tools, by integrating the tool into IFAD’s workflow as well as making the current algorithms more robust, user-friendly, and portable

# - Assist in developing InnoEvaluation, the second phase to Innosight which entails utilizing AI tools to evaluate innovation and make assessments on innovation project implementation

# 2. Support the implementation of the IFAD Innovation Grants

# - Participate in grant-related meetings and take detailed notes to track action points and follow-up items

# - Assist in the review of grant documentation and the timeline and provide logistical and administrative support for grant review

# 3. Administrative and Operational Support:

# - Provide general support to the unit by preparing documents, coordinating meetings, and facilitating knowledge-sharing activities.

# - Support internal communication and handle routine correspondence

# EXPECTED DURATION OF ASSIGNMENT

**6 months; 1 September 2025 – 28 February 2026**

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Pursuing or holding a university degree in international relations, communications, languages, or related field from an accredited institution

# EXPERIENCE

* Proven experience in Python (or other programming languages) and in Power BI
* Proven academic or extracurricular experience in research, data analysis, and/or program support.
* Familiarity with AI tool sets gained through academic or professional projects is an asset

# LANGUAGE

* Excellent written and verbal communication skills in English. Working knowledge of another official language (Arabic, French or Spanish) is desirable

**FUNCTIONAL COMPETENCIES**

* Strong interpersonal and communication skills, with the ability to collaborate effectively in a multicultural environment.
* Proactive and results-oriented approach to problem-solving.
* Strong analytical skills and digital literacy

**Core Competencies**

* Teamwork and collaboration
* Adaptability and resilience
* Focus on delivering results