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: IFAD**

**Host Department/Division: DCO/NEN**

**Duty Station:** Rome HQ

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

**Expected Places of Travel: n/a**

**Duration: 6 months**

**Expected Start Date: Sep 2025 – Feb 2026**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment: Portfolio monitoring, data analysis

Specific Description:

The Intern will support Project management, planning and data analysis, reporting directly to the Lead Regional Economist and will support the NEN Front Office and Regional Team. As part of her learning experience, the Intern will contribute to the NEN FO and Regional Team by providing analytical and technical support, including:

Data Analysis and Research

* Review the project documents and conduct quantitative and qualitative analysis.
* Utilize software tools such as Excel, or Power BI to generate visual representations of data trends and insights.
* Research and collect country/region level data from various databases, policy and institutional reports to conduct the required thematic study.
* Contribute to identifying gaps and opportunities for investments, including corporate reports for evaluation of portfolio performance, results measurement.
* Assist to assess the progress of NEN countries towards the Regional Portfolio stocktakes.
* Conducting research on best practices and lessons learned in other countries or regions to inform the Portfolio.

Reporting and Documentation

* Prepare portfolio reports, sector studies and trend analysis.
* Develop the assessment report on different required aspects, including a comprehensive overview report and statistical tables.
* Draft project/country briefs, including background information, objectives, and key outcomes, for internal and external stakeholders.
* Analyze project documents and develop case studies, success stories, and policy briefs to showcase impactful interventions and lessons learned.

Knowledge Management

* Provide support to the knowledge management working group.
* Utilize software tools such as STATA/R, Excel, or Power BI to generate visual workflow and analysis, instructions/templates.

# EXPECTED DURATION OF ASSIGNMENT

6 months

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* n/a

# EXPERIENCE

* n/a

# LANGUAGE

* English

**FUNCTIONAL COMPETENCIES**

* Knowledge of STATA/R, Excel, or Power BI

**Core Competencies**

* Data Analysis