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 Agriculture**

**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. IFAD is undergoing the process of developing its 2025 Innovation Strategy to guide how the organization identifies, scales, and integrates innovations that contribute to inclusive and sustainable rural transformation and requires an intern to contribute to the design of the strategy. Some contributions to the strategy may be through benchmarking analysis, data processing, and visualization activities.

# 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 implementation of IFAD’s innovation strategy

# - Assist in the continued development of IFAD’s innovation strategy and support the implementation of new strategic objectives and analytical inputs for the development of the strategy

# - Support and facilitate consultations and communications with internal and external stakeholders as well as benchmarking innovation strategies, models, and practices from aforementioned stakeholders for the purpose of innovation strategy development and integration

# 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:

# - Support internal communication, handle routine correspondence, and provide support during meetings, regional workshops, and consultations

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

# EXPECTED DURATION OF ASSIGNMENT

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

# LEARNING OPPORTUNITIES

The intern will:

* Gain exposure to IFAD’s strategic planning, innovation processes, and grant documentation.
* Develop applied research and analysis skills within an international development context.
* Build practical experience in supporting strategy design, data storytelling, and inter-agency benchmarking.

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

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

# EXPERIENCE

* Proven academic or extracurricular experience in research, data analysis, and strategic thinking.
* Proven experience in Canva and MS Office Suites.
* Familiarity with Python (or other programming languages) 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**

* Analytical and Strategic thinking
* Adaptability and resilience
* Focus on delivering results