

**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:** | Legal |
| **Expected Start Date of Assignment:** | March 2026 |
| **Expected End Date of Assignment:** | August 2026 |
| **Total number of months of service:** | 6 |
| **Total number of days of service:** | 180 |
| **Division/Department:** | LEG |
| **Reports to:** | Itziar Garcia Villanueva, Deputy General Counsel – Operations, LEG |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVE(S) TO BE ACHIEVED** | |
| **Organizational Context:** The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United 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 and food security.  The Office of Legal and Governance (OLG) leads IFAD's governance dialogue with Members and provides strategic leadership and authoritative advice at the institutional level on all aspects of IFAD's work. In this manner, OLG guides the Fund's high-level strategic, corporate and operational policy discussions and decisions, protecting the institution and maximizing the impact of IFAD's investments. OLG is led by the Chief Legal and Governance Officer and General Counsel (CLGO&GC) and is comprised of two divisions: the Office of the General Counsel (LEG) and the Office of the Secretary (SEC).  LEG provides guidance and advice to IFAD's Management and Governing Bodies on all legal aspects of IFAD's operations and administration as IFAD strives to mobilize resources for, as well as to design and implement, agricultural development and projects in its Member States. The office ensures that IFAD complies with the Agreement Establishing IFAD, Rules and Procedures of the Governing Bodies and other relevant laws and obligations and proposes new legal frameworks, instruments, and guidance that will help the organization meet new challenges with respect to designing and implementing IFAD's program of work, resource mobilization and capacity to respond to global events.  **Learning objectives & competency development (non-exhaustive list):**   * Develop practical experience in preparing and reviewing legal documentation, including but not limited to loan, grant and cooperation agreements. * Strengthen competencies in legal research, analysis, and drafting of legal opinions. * Gain exposure to sovereign and non-sovereign financing instruments, and the legal frameworks governing IFAD’s operations. * Build familiarity with multilateral negotiations, observing interactions with borrowers, recipients, donors and partner institutions. * Develop skills in knowledge management within a legal office, including classification and organization of legal materials. * Develop-strengthen ability to work independently and in a team | |
| **Expected Activities:** | |
| **1. Core Functional Tasks – non-exhaustive list (70%)**   * Under the guidance of a Legal Officer, assist in reviewing preparing legal documentation, such as loan and grant agreements and cooperation agreements. * Under the guidance of a Legal Officer, assist in research and preparation of legal opinions on various issues. * Attend, whenever possible and only as an observer, negotiations and discussions related to IFAD operations * Contribute to knowledge-sharing processes, especially maintaining the legal knowledge-sharing database (collecting, classifying and storing information).   **2. Cross-functional Tasks – non-exhaustive list (30%)**   * Provide support to Legal Officers of LEG four units in ensuring timely delivery of research inputs, documentation, and summaries of meetings. * Contribute to improvements in workflows, document organization, and collaborative tools. * Assist in liaising with other IFAD units involved in operations, governance or policy processes, as needed | |
| **Skills and qualifications** | |
| 1. **Required skills**    1. Legal research and drafting skills.    2. Ability to review legal texts with attention to detail.    3. Good analytical and problem-solving abilities.    4. Good written and verbal communication skills.    5. Ability to work in a multicultural, international environment.    6. Excellent organizational skills to manage documentation and deadlines. 2. **Desirable academic background** 3. Current enrolment in or recent completion of a law degree (LL.B., J.D., LL.M.). 4. Academic background in international law, development finance, public international organizations, or contract/commercial law is an asset. 5. Interest in the mandate of IFAD as well as development institutions, sovereign lending, climate finance or grant mechanisms. | |
| **Internship Assessment** | |
| **Expected outcomes and supervision plan** | |
| 1. **How the above activities will contribute to the Intern’s learning and professional development.**   The internship will enable the intern to gain hands-on experience with legal documentation used in international development. Exposure to actual negotiations will help the intern understand how legal concepts are applied in practice with governments, partners, and donors.  The intern will deepen their understanding of IFAD’s operational processes, legal frameworks, and institutional governance.  By contributing to knowledge-sharing tools, the intern will develop skills in information management within a legal context.  The overall experience will strengthen the intern’s professional readiness for a future role in international organizations, development finance, or legal practice.   1. **How the supervisor will evaluate the Intern’s performance in relation to the activities outlined above.**  * Quality of work, including accuracy, clarity, and consistency of drafted or reviewed documents. * Timeliness, i.e., meeting deadlines for research requests, documentation preparation, and any assigned tasks. * Understanding of legal concepts relevant to IFAD’s work.   Initiative and professionalism in collaborating with peers, colleagues and engaging in assigned activities.   * Ability to effectively synthesize information and provide clear summaries or reports on attended discussions. * Contribution to knowledge-sharing and organization of legal materials. * Overall growth in competencies, independence, and adaptability during the internship.  1. **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).**  * Regular check-ins with the supervising lawyers, focusing on progress, feedback, and development priorities. * Additional ad-hoc consultations as needed to clarify tasks, provide guidance, or review work products. * End-of-assignment review evaluating achievements against the expected activities. | |