

**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:** | Recruitment of intern |
| **Contract Category:** | Intern |
| **Contract Type:** |  |
| **Contract Sub Type:** | Monthly |
| **Specialization:** | Gender and Social Inclusion |
| **Expected Start Date of Assignment:** | 1March 2026 |
| **Expected End Date of Assignment:** | 31 August 2026 |
| **Total number of months of service:** | 6 months |
| **Total number of days of service:** |  |
| **Division/Department:** | Environment, Climate and Gender Division (ECG) under Office of Technical Delivery (ODT) in Asia-Pacific |
| **Reports to:** | ECG Regional Technical Lead through the Regional Gender Specialist |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVE(S) TO BE ACHIEVED** | |
| **Organizational Context:**  The International Fund for Agricultural Development (IFAD) is a specialized agency of the United Nations and an international financial institution dedicated to eradicating rural poverty, enhancing food security, and promoting inclusive and climate-resilient development. IFAD works with governments, rural communities, and development partners to invest in small-scale agriculture, strengthen rural economies, and empower vulnerable groups, including women, youth, Indigenous Peoples, and marginalized communities.  Within IFAD, the Environment, Climate, Gender and Social Inclusion (ECG) Division provides technical leadership on integrating environment and climate, nutrition, gender, youth, and indigenous peoples and all related aspects of social inclusion into IFAD's portfolio. The Asia-Pacific Region (APR) is one of IFAD’s most diverse and climate-vulnerable regions, facing significant challenges related to climate change, environmental degradation, biodiversity loss, widening inequalities and rural poverty.  **Learning objectives & competency development:**  Through the internship, the intern will:   * Strengthen technical skills in gender equality and women’s empowerment, youth engagement, disability inclusion, climate change adaptation, environmental management, biodiversity conservation, and climate finance within the context of rural development. * Gain hands-on experience in IFAD project design, implementation support, and quality assurance processes. * Develop competencies in data analysis (vulnerability assessments, M&E data), technical writing, knowledge management, and portfolio reporting. * Enhance communication, stakeholder coordination, and event management skills in a multicultural UN environment. * Learn to apply IFAD corporate procedures, tools, and policies (IFAD targeting policy, gender equality and women’s empowerment, environmental and social safeguards, SECAP, climate risk screening). | |
| **Expected Activities:** | |
| **1. Core Functional Tasks (70%)**  Project design & implementation support:   * Draft technical inputs for project design documents, conduct background research, compile analytical evidence, and support the preparation of gender and social inclusion for new IFAD projects. * Assist with monitoring project progress, preparation of briefs, and portfolio reporting.   Data analysis & technical research:   * Analyse key socio economic data, M&E datasets, survey results, and gender and social inclusion indicators to support project decision-making. * Prepare summaries, dashboards, and recommendations for project teams and country offices.   Knowledge management:   * Support the documentation of good practices, lessons learned, gender and social inclusion-related innovations, and country-level gender and social inclusion related achievements. * Contribute to the maintenance and updating of the ECG-APR knowledge repository.   Event and communication support:   * Assist in planning and organizing regional events/workshops (annotated agendas, PPTs, concept notes, feedback tools). * Prepare communication materials, briefs, and visual summaries aligned with IFAD corporate guidance. * Corporate and coordination tasks:  Support daily coordination between APR and HQ teams, including responding to corporate requests, collecting information from Country Offices, and consolidating portfolio data.   **2. Cross-functional Tasks (30%)**   * The intern will design and deliver a synthesis product on gender and social inclusion integration in APR operations, which may include:   + A regional dashboard on innovative gender and social inclusion interventions;   + A landscape analysis of GTA (gender transformative approach) implementation opportunities for APR projects;   + A knowledge product summarizing climate-nature-gender linkages across the APR portfolio;   + Final presentation to ECG-APR and Regional Management Team. * This cross-functional output will involve collaboration with PMD, ECD, ECF, Country Offices, and youth/social inclusion specialists. | |
| **Skills and qualifications** | |
| 1. **Required skills**    1. Strong analytical and research skills, including the ability to interpret gender, youth, and M&E datasets.    2. Strong writing skills and ability to prepare concise, high-quality technical summaries and briefs.    3. Attention to detail while drafting documents.    4. Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).    5. Strong organizational abilities and attention to detail; capacity to manage multiple tasks under tight deadlines.    6. Excellent interpersonal skills and ability to work in a multicultural environment.    7. Ability to take initiative, work independently, and use digital tools (survey platforms, visualization tools, AI-assisted applications). 2. **Desirable academic background**    1. Advanced university degree in gender and rural development or another relevant field. | |
| **Internship Assessment** | |
| **Expected outcomes and supervision plan** | |
| * 1. Please describe how the above activities will contribute to the Intern’s learning and professional development. * The internship will enable the intern to develop practical experience in gender and social inclusion mainstreaming within international development programmes. * The intern will gain exposure to IFAD’s project cycle, results-based management, gender and social inclusion mainstreaming approach, social risk screening, and environmental and social safeguards. * The intern will strengthen technical writing, data analysis, event coordination, and communication skills through regular tasks and deliverables. * The cross-functional project will offer an opportunity to lead a structured analytical assignment from concept to completion. * 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:   * Completion and quality of assigned tasks; * Accuracy and clarity of technical and analytical outputs; * Timeliness and reliability under deadlines; * Ability to work collaboratively and communicate effectively with team members; * Initiative, problem-solving, and responsiveness to feedback; * Progress on the cross-functional project.   Performance assessments will take place through structured checkpoints and review meetings.   * 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). * Bi-weekly check-in meetings to monitor progress, identify challenges, and define priorities. * Monthly review sessions to assess performance and adjust workplan as needed. * Continuous communication through Teams, email, and shared project platforms. * The intern will receive guidance from the regional gender specialist, and collaborate regularly APR ECG team and Country Office staff. * Participation in relevant team meetings, country mission briefings, and knowledge-sharing events. | |