

**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:** | Investigation |
| **Expected Start Date of Assignment:** |  |
| **Expected End Date of Assignment:** |  |
| **Total number of months of service:** |  |
| **Total number of days of service:** |  |
| **Division/Department:** | AUO |
| **Reports to:** | Investigation Manager |
| **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. The Office of Audit and Oversight (AUO) enhances and protects organizational value by providing independent and objective assurance and advisory services, including investigations into staff misconduct, fraud, and corruption. AUO houses two sections, the Investigation Section (IS) and the Audit Section.  Under the supervision of the AUO Investigation Manager or his designee, the intern will contribute to the work of the IS by assisting with investigation and anti-corruption activities. The incumbent’s responsibilities will include:  Assisting Investigative Activities:  Conduct analysis of relevant evidence and jurisprudence.  Provide support to investigators, including participating in investigative activities, assisting with interviews, and maintaining case records.  Supporting Anti-Corruption Outreach:  Assist in devising effective anti-corruption tools and materials.  Support AUO’s outreach activities to promote integrity and accountability.  Additional Duties:  Participate in projects and activities as required within the scope of AUO, as assigned by the Investigation Manager and/or Director of AUO.  **Learning objectives & competency development:**  In line with the new vision/mission and strategy announced by AUO at the June 2025 Audit Committee meeting, the incumbent supports their implementation through supporting mainstream investigative work, capacity building, anticorruption outreach activities and other relevant initiatives for the IS to respond more effectively address emerging risks aligned with the strategic priorities of IFAD 13 and IFAD 14.  The learning will be achieved through structured courses, on-the job coaching, assignments of increasingly responsible tasks and gradual exposure to all facets of IFAD’s work. | |
| **Expected Activities:** | |
| The AUO iS Intern will be exposed to the following learning elements:   1. **Core Functional Tasks (70%)**   Participate in investigative casework, including evidence review and documentation.  Support the development and dissemination of anti-corruption materials.  Maintain the Case Management System.  **2. Cross-functional Tasks (30%)**  Engage in cross-functional projects and contribute to AUO/IS initiatives.  Maintain confidentiality and exercise due care in all assigned tasks.The organisational role of the IS Intern will ensure that he / she gains comprehensive understanding of the working of an International Financial Institution. | |
| **Skills and qualifications** | |
| 1. **Required skills**    1. Please describe the specific skill sets required for the successful performance of the role.   Good communication skills and ability to work under minimum supervision in a multi-cultural environment; knowledge of standard office software applications. Ability to perform accurate and reliable work, seeking and accepting guidance and providing performance feedback to supervisors. The applicant should be financially literate with logical reasoning and clear report writing skills   1. **Desirable academic background**    1. Please describe the academic disciplines or fields of study that would be considered an asset for the role.   Major in investigation-related fields, including law, IT forensics, data science, or AI disciplines.  Excellent command of written and oral English  Knowledge of Arabic, French or Spanish would be an asset  The incumbent will serve with accountability for integrity, transparency, and equity in the management of IFAD resources. During the assignment the incumbent will conduct herself/himself in a professional manner. The confidentiality obligation over AUO sensitive information extends to after the completion of the assignment. | |
| **Internship Assessment** | |
| **Expected outcomes and supervision plan** | |
| 1. 1. Please describe how the above activities will contribute to the Intern’s learning and professional development. 2. The professional discipline and structured approach based on prioritisation of risk is an excellent working approach to become familiar with, as are the evidence-based conclusions and report-writing. 3. 2. Please describe how the supervisor will evaluate the Intern’s performance in relation to the activities outlined above. 4. **Quality of Output:** 5. Reports and outputs are well-drafted, succinct, require only minor editing, and are supported by relevant evidence. 6. Conclusions are comprehensive, well-documented, objective, relevant, and useful. 7. **Timeliness:** 8. Completion of assigned tasks within agreed timeframes.   **Professional Conduct:**  The intern serves with accountability for integrity, transparency, and equity in the management of IFAD resources.  Maintains confidentiality during and after the assignment.  Conducts themselves in a professional manner and exercises due care in all work.  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).  The intern will be supervised by the AUO Investigation Manager or his designee.  Performance will be evaluated based on key performance indicators and learning objectives.  Regular feedback sessions and monthly progress meetings will be held to monitor development and provide guidance | |