

**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:** | ICT Technology Development – Business Analysis & Artificial Intelligence |
| **Expected Start Date of Assignment:** | 01 March 2026 |
| **Expected End Date of Assignment:** | 31 August 2026 |
| **Total number of months of service:** | 6 months |
| **Total number of days of service:** | 120 days |
| **Division/Department:** | ICT / CSD |
| **Reports to:** | Ricardo Rendon Cepeda, ICT Specialist |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVE(S) TO BE ACHIEVED** | |
| **Organizational context:**  The Information and Communications Technology Division (ICT) drives transformative change by delivering fit-for-purpose, secure, client-focused, reliable, and innovative technology solutions that significantly enhance IFAD’s ability to achieve its mandate, adapt to new challenges, and operate more effectively. ICT provides strategic advantage through the provision of agile ICT services, forward-thinking innovations, and investments in emerging technologies, supporting seamless business operations in a resilient manner. Our commitment to excellence equips IFAD with advanced digital solutions, enabling it to meet current demands while anticipating and leading future advancements in an ever-evolving digital landscape.  **Learning objectives & competency development:**  The ICT Technology Development internship is a very practical assignment where the intern will join an existing team working on several aspects of technology development – including business analysis, web applications, data analytics, cloud services, platform infrastructure, and artificial intelligence – across many projects related to key workflows, core operations, corporate systems, and technology solutions at IFAD. The intern will have specific tasks assigned with expected outputs according to their academic background and professional skills, which will include a combination of daily ICT activities and project-specific technology development. The intern will learn how to assess, design, develop, integrate, and deploy technology across a range of commodity to custom solutions for the IFAD-specific business context, gaining valuable skills in the technology development lifecycle from early ideation to final delivery.  **Internship preview:**  For a glimpse into the work of the ICT Division, including footage from past interns working on real projects, please see the following video from the IFAD Microsoft customer story:  <https://www.microsoft.com/en/customers/story/1729190323007055712-ifad-nonprofit-azure-openai-service> | |
| **Expected Activities:** | |
| **1. Core functional tasks (70%)**   * Core functional tasks will vary according to business needs and will be modified to fit specific intern skills, background, experience, objectives, and program of work. Core functional tasks are expected activities that may include any, but not necessarily all, of the following: * **Business Analysis.** Support in day-to-day ICT operations for new or current projects, including business analysis, technology analysis, resource analysis, UI/UX design, product management, project management, cost estimations, technology governance, briefing sessions, and feature planning. * **Digital Collaboration and Change Management.** Support in digital transformation and digital workspace activities for various systems, applications, and use cases, including producing user documentation, providing user support, analysing user data, and evaluating commercial and enterprise offerings. * **Artificial Intelligence.** Support in artificial intelligence development for various use cases, spanning subfields such as Generative AI and Machine Learning, including research projects, practical prototyping, prompt engineering, systematic testing, and feature implementation.   **2. Cross-functional tasks (30%)**   * Cross-functional tasks will vary according to business needs and will be modified to fit specific intern skills, background, experience, objectives, and program of work. Cross-functional tasks are not expected activities, but they will naturally emerge in team projects and will be led by other team members, including in areas such as: * **Data Science.** Willingness to support in relevant activities related to data science, engineering, and analysis tasks for various use cases, including methodology design, data processing, statistical analysis, results visualization, dashboard development, and model refining. * **Software Engineering.** Willingness to support in relevant activities related to developing web applications for various use cases, covering front-end, back-end, or full-stack solutions development including new products and integration with corporate systems. * **Architecture, Systems, Infrastructure, Cloud, and DevSecOps.** Willingness to support in relevant activities related to maintaining and expanding the technical foundations for technology development, including enterprise architecture, corporate systems, infrastructure components, cloud platforms, automation scripts, API toolkits, cybersecurity, and DevSecOps tools and processes. | |
| **Skills and qualifications** | |
| 1. **Required skills**    1. Experience in planning, assessing, designing, developing, integrating, or deploying technology in projects involving systems, cloud, data, front-end, back-end, full-stack, UI/UX, infrastructure, or AI components would be an advantage.    2. Any knowledge of agriculture, finance, sustainable development, rural development, or international development sectors or work experience with data, applications, projects, products, or systems related to those sectors is desirable. 2. **Desirable academic background**    1. Studying or having completed a degree in Computer Science, Computer Engineering, Computer Systems, Software Development, Data Science, Data Analytics, Digital Technology, Digital Design, Digital Transformation, Web Development, UI/UX/HCI Design, Artificial Intelligence, Business Management, Public Administration, Project Management, Statistics, Mathematics, Economics, or similar (including courses, certifications, or specializations). | |
| **Internship Assessment** | |
| **Expected outcomes and supervision plan** | |
| 1. Interns will contribute directly to technology projects and initiatives led by the ICT Division in conjunction with other IFAD colleagues across other departments and divisions. Interns will be evaluated on their performance according to the delivery of sub-components and completion of sub-tasks for each assigned project or initiative. Interns will meet with their supervisor and relevant team members on a daily basis as part of the daily standup meetings for the team. Additional feedback sessions will be conducted ad-hoc, typically in the early stages of a new assignment and the late stages of a closing assignment. | |