

**Annex V Terms of Reference for Consultants and other persons hired by IFAD under a non-**

**staff contract**

|  |  |
| --- | --- |
| **INDIVIDUAL RESPONSIBILITIES, EXPECTED OUTPUTS AND REQUIRED COMPLETION DATES** | |
| **Full Name:** |  |
| **Contract Category:** | Intern |
| **Contract Type:** | 09-Interns Regular |
| **Contract Sub Type:** | Monthly |
| **Specialization:** | Finance Other |
| **Expected Start Date of Assignment:** | Monday March 2 2026 |
| **Expected End Date of Assignment:** | Monday August 31 2026 |
| **Total number of months of service:** | 6 |
| **Total number of days of service:** | 130 |
| **Division/Department:** | Procurement and Fin Man Div |
| **Reports to:** | RADU DAMIANOV, Senior Regional FM Officer |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVE(S) TO BE ACHIEVED** | |
| **Organizational Context:**  **Learning objectives & competency development:**  Please briefly describe the learning objectives of the internship and how they will contribute to the intern’s competency development | |
| **Expected Activities:** | |
| **1. Core Functional Tasks (70%)**   * Please describe the regular activities the intern will be expected to perform (please limit the administrative duties)   1. Mission maintain calendar of the department. Liaising with relevant units to plan missions for finance officers and consultants  2. Research and collect data from internal and external sources for report/queries and follow-up  3. Assist in review of Supervision Mission documents in relation to Financial Management areas e.g. budgeting, accounting, flow of funds, procurement, financial reporting and audit  4. Assist in preparing user-tailored financial reporting on IFAD ‘supported projects and project data, including disbursement patterns and analysis on financing agreements  5. Use the FM Data Base (FMDB) and prepare related monitoring/status files. Assist Finance Officers, and Consultants in updating information in FMDB  6. Assist Finance Officers in redacting audit reports and uploading in PFM  7. Assist with the organisation of the Financial Management training events for projects, consultants and, finance meetings with project finance teams, country directors as appropriate.  8. Undertake other activities as required and discussed with the Finance Officers  9. Gather and analyse disbursement data for finance officers  **2. Cross-functional Tasks (30%)**   * The intern can work closely with the Regional team to operationalize a risk based improvement plan dashboard on fiduciary aspects to help improve the overall portfolio performance. This can be done with the Regional team, the ICT consultant and FO. | |
| **Skills and qualifications** | |
| 1. **Required skills**    1. Please describe the specific skill sets required for the successful performance of the role.   - Be fluent in English; fluency in French is an asset. In the case of interns recruited in IFAD country office, multi country office or regional office locations, fluency in the main country language may be required;  - Proficiency in Ms Office, and business-related software and dashboards   1. **Desirable academic background**    1. Please describe the academic disciplines or fields of study that would be considered an asset for the role.   - Have completed at least two years of undergraduate studies (Business Administration, Finance, Accounting, Audit or related field) when joining IFAD through the programme or;  - Have recently completed university studies at the undergraduate or postgraduate level; | |
| **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. **This internship will help the candidate improve their risk based assessment and program management under high, substantial, and fragile context. The candidate will also learn adaptability by working in a different cultural context.** 3. 2. Please describe how the supervisor will evaluate the Intern’s performance in relation to the activities outlined above. **The candidate will be evaluated on efforts, innovative and solution-oriented ideas, initiatives and analytical skills.** 4. 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 candidate will be under the supervision of the Team Lead but will be monitored, mentored and coached by the finance officers.** | |