

**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:** | Corporate Services & Donor Relations |
| **Expected Start Date of Assignment:** |  |
| **Expected End Date of Assignment:** |  |
| **Total number of months of service:** | SIX |
| **Total number of days of service:** |  |
| **Division/Department:** | ILC |
| **Reports to:** | Head of Corporate Services, ILC |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVE(S) TO BE ACHIEVED** | |
| **Organizational Context:**  The International Land Coalition (ILC) is a global alliance of civil society and intergovernmental organisations working together to put people at the centre of land governance. The shared goal of ILC’s 300+ members is to realise land governance for and with people at country level, responding to the needs and protecting the rights of women, men and communities who live on and from the land. The Secretariat of the ILC is hosted by the International Fund for Agricultural Development (IFAD) in Rome and reports to the ILC Council. The Secretariat works in close liaison with regional, thematic and national support teams, which are separately hosted. Together, they carry the responsibility to provide support to the Coalition and its activities in the implementation of the Strategy 2022-2030.  **Learning objectives & competency development:**  Throughout the internship, the intern will develop a solid understanding of organisational processes within a global multi-stakeholder alliance, with particular focus on donor relations, financial governance, and compliance frameworks. By contributing directly to the drafting, review, and management of donor agreements, the intern will strengthen competencies in legal and procedural analysis, attention to detail, and cross-team coordination. Hands-on involvement in workflow and archiving system enhancements will build practical skills in process mapping, organisational efficiency, and change management. Engagement in the review of grant-related templates and guidelines will deepen knowledge of programme administration and IFAD regulatory provisions. The internship will further enhance communication, problem-solving, and stakeholder engagement skills through regular interaction with ILC colleagues, IFAD divisions, and external partners. By producing monthly progress reports and delivering a final presentation, the intern will gain experience in results reporting, reflective learning, and strategic recommendations. Ultimately, fostering professional readiness for roles in international development, programme management, or organisational operations. | |
| **Expected Activities:** | |
| **1. Core Functional Tasks (70%)**  **Donor Agreement Support**   * Assist with drafting, reviewing, finalising, and processing donor agreements. * Ensure all agreements comply with IFAD rules, regulations, and internal ILC procedures. * Facilitate coordination and information sharing with IFAD divisions, ILC colleagues, and external stakeholders. * Maintain accurate documentation related to donor agreements.   **Workflow and Procedure Enhancement**   * Analyse the current archiving system and identify gaps or inefficiencies. * Propose and support implementation of improvements to the archiving system to ensure easy access for relevant users. * Contribute to updated to the ILC’s earmarked funding guidelines. * Support the regular review and revision of procedures for negotiation, clearance, and signing of donor agreements. * Facilitate notifications and maintain tracking system for donor reporting deadlines.   **Grant Template Review and Alignment**   * Collaborate with relevant ILC staff to review and update grant-related templates (Letters of Agreement, clearance forms, payment request forms, and other related documents). * Ensure templates align with the latest IFAD requirements and internal standards.   **Reporting and Final Deliverables**   * Prepare monthly progress reports outlining activities, learning outcomes, and challenges. * Deliver a final presentation summarising key achievements, main learning points, and recommendations for improvement.   **2. Cross-functional Tasks (30%)**  **Resource Mobilisation Support**   * Support donor research and mapping of funding opportunities aligned with ILC’s strategic priorities. * Assist in preparing donor-related materials, including briefs, concept notes, and data for proposals or reporting. * Contribute to maintaining and updating donor databases, tracking systems, and reporting schedules. | |
| **Skills and qualifications** | |
| 1. **Required skills**    1. **Strong organisational and analytical abilities**, with attention to detail when reviewing documents and supporting workflow improvements.    2. **Good written and verbal communication skills**, including the ability to summarise information clearly and prepare basic reports or briefs.    3. **Willingness to learn and apply procedural and regulatory guidelines**, especially related to donor agreements and financial processes.    4. **Proactive and solution-oriented mindset**, with the ability to identify issues and propose practical improvements under guidance.    5. **Ability to work collaboratively in a multicultural team environment**, coordinating with colleagues across different teams.    6. **Basic research skills**, particularly for gathering information on donors and funding opportunities.    7. **Ability to manage time effectively**, handle multiple tasks, and meet deadlines with supervision.    8. **Good command of standard office software**, especially Microsoft Word, Excel, and PowerPoint; openness to learning new platforms or internal systems.    9. **Professionalism, reliability, and respect for confidentiality**, especially when handling donor documents and internal procedures. 2. **Desirable academic background**    1. Currently enrolled in or recently graduated from a Bachelor’s or Master’s programme in International Relations, Development Studies, Public Administration, Law, Political Science, Economics, or another relevant discipline.    2. Academic exposure to topics such as project management, non-profit management, international organisations, international law or development finance is an asset. | |
| **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 internship will provide hands-on experience in donor relations, financial governance, and organisational processes, allowing the intern to develop skills in compliance, process improvement, research, and reporting. Interaction with ILC colleagues, IFAD divisions, and external stakeholders will strengthen communication, coordination, and professional confidence, preparing the intern for roles in international development or programme management. 3. **2.** **Please describe how the supervisor will evaluate the Intern’s performance in relation to the activities outlined above.** 4. The supervisor will evaluate the intern’s performance based on the completion and quality of assigned tasks, including donor agreement support, workflow improvements, grant template updates, and resource mobilisation activities. Evaluation will also consider the intern’s learning progress, ability to apply knowledge, analytical and organisational skills, communication and collaboration with colleagues and external stakeholders, initiative, professionalism, and adherence to procedures. Performance will be assessed through monthly progress reports, the final presentation, and ongoing feedback, providing a comprehensive review of achievements, areas for improvement, and overall readiness for future roles in international development or programme management. 5. **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 Head of Corporate Services, with support from relevant ILC team members. Supervision will include weekly check-ins to discuss tasks and address questions, monthly progress reviews to assess work and provide feedback, and ad hoc guidance as needed in person, via email or calls. | |