

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

Consultant ☐ **Intern** ☒ **Fellow** ☐ **Conference Service** ☐

Minimum number of years of relevant experience required (consultants only):

1yr ☐ 2yr ☐ 8yrs ☐ 12+yrs ☐

Full Name:	
Specialization:	Anthropology/Sociology/Social Sciences
Expected Start Date of Assignment:	1 July 2020
Expected End Date of Assignment:	30 December 2020
Total number of working days (max. 240 in a 12-month period):	178 days
Division/Department:	ECG/SKD
Location:	Rome HQ
Reports to (name and title):	Mattia Prayer Galletti, Lead Technical Specialist, Indigenous Peoples and Tribal Issues

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Expected Activities:

Under the direct supervision of the Lead Technical Specialist, Indigenous Peoples and Tribal Issues, Mattia Prayer Galletti, the intern will perform the following tasks during his/her internship period:

1. Familiarize with IFAD's work on indigenous peoples' issues and IFAD.
2. Participate, initially as observer, in meetings, seminars and workshops organized at headquarters.
3. Support the organization of four regional consultation workshops in preparation of the Indigenous People's Forum at IFAD that will take place in November and December 2020 in Africa, Asia, Latin America and the Pacific.
4. Support the organization of the Fourth Global Meeting of the Indigenous peoples' forum at IFAD scheduled to take place in February 2021 in conjunction with the IFAD Governing Council, and related meetings in preparation of the forum at regional level and in-house.
5. Support the development and dissemination of knowledge products derived from the implementation of IFAD/IPAF (Indigenous Peoples' Assistance Facility) project portfolios.
6. Support the office in updating the web and desk pages related to Indigenous Peoples' projects and programs
7. Support in research activities, data collection, presentations and background information.
8. Undertake any additional work as required.

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):

Required Completion Date:

At the end of his/her internship, the intern will have acquired a good knowledge of IFAD, with a specific focus on the Fund's engagement with indigenous peoples and its related activities. The following outputs are expected:

29 April 2019

1. Preparation of regional consultation workshops supported.
2. Organization of the Indigenous Peoples' Forum supported.
3. Production of Knowledge products related to the Forum supported and products disseminated.
4. Productions of documents/PPTs for UNPFII side events supported.
5. Web and desk pages related to Indigenous People's Issues and Fora updated.
6. Documents migrated to the new ECG XDesk.
7. Correspondence in Indigenouspeoples@ifad.org mailbox handled in a timely way.
8. Background support in researches, statistics, presentations and statements provided.
9. Meetings, seminars and workshops on indigenous peoples' issues of interest to the intern attended.
10. Additional support provided as required.

Clearance by COM if TORs include communication activities (see section 4.7(iii)):

Name:Signature.....

Date:

Clearance by CFS if TORs include financial management responsibilities:

Name:Signature.....

Date: