

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:	
Expected Start Date of Assignment:	
Expected End Date of Assignment:	
Total number of working days (max. 240 in a 12-month period):	6 months
Division/Department:	Office of Strategic Budgeting, OSB
Location:	IFAD HQ in Rome, Italy
Reports to (name and title):	Christian Hackel, Senior Budget Specialist

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

Expected Activities:

1. 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. It does so by investing in rural people. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national and international level for policies that contribute to rural transformation.

Within the Corporate Services Support Group (CSSG), the Office of Strategic Budgeting (OSB) aims to strengthen IFAD's budgeting function and is responsible for ensuring a strong link between planning, resource allocation, results monitoring and strategy.

2. Internship purpose

The internship will focus on supporting the OSB Team with data analytics, preparation of the 2020 budget proposal and internal optimization activities. The incumbent will collaborate and contribute to the Team as well as learn about IFAD's processes, governance structure and rules & regulations in the context of budgeting and staffing. At the end of the internship, the intern will submit a report (max 1 500 words) about her experience and learning achieved from the internship.

3. Duties and responsibilities

Under guidance and supervision of the Senior Budget Specialist, the intern will:

- familiarize him/herself with IFAD and its budget and organizational development procedures and processes by reading carefully the relevant policy, procedures, information circulars, and other documentation
- familiarize him/herself with the operating model, organizational priorities, the IFAD 2.0 strategy and its potential future budgetary implications
- provide effective, efficient and substantive support to budgetary activities (preparation of the 2020 budget proposal for regular, capital, one-time and carry-forward budgets), ensuring compliance and consistency with corporate governance mandates and organizational procedures
- contribute to the daily management and administration related to budget processes, i.e. budget preparation and implementation
- contribute to the analysis of staffing, costs and budgets as and when requested and report on findings
- draft input for presentations and other documents as and when required
- participate as an observer in various meetings as and when required and draft follow-up reports and meeting minutes.
- suggest enhancements to e-tools (e.g. OBI, Hyperion), files and archiving structure, used by OSB for the purpose of simplification, streamlining and improvement of user experience
- suggest enhancements to the OSB intranet page and update relevant reference links
- suggest improvements of gender mainstreaming in OSB
- take online trainings when necessary
- perform other related duties as required to acquire knowledge and experience in line with her education qualifications

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):	Required Completion Date:
<ul style="list-style-type: none">- Engagement in learning and willingness to fully grasp budgeting subject matter.- Active participation and contribution to OSB's activities and duties.- Pro-active suggestion of potential improvements of how the work is done in OSB.- Regular attendance in meetings (OSB and beyond)	End of assignment

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: