

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

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

Full Name:	
Specialization:	Programme Support
Expected Start Date of Assignment:	May 2020
Expected End Date of Assignment:	October 2020
Total number of working days (max. 240 in a 12-month period):	(6 months)
Division/Department:	Asia Pacific Region, PMD
Location:	Cambodia Country Office, IFAD Mekong Hub
Reports to (name and title):	Mr. Kaushik Barua, Director

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

Expected Activities:

The Mekong sub-regional IFAD Hub comprises Cambodia, Lao PDR, Myanmar, Thailand, and Vietnam, including the Philippines for organisational reasons. A key priority for the Mekong Hub is to ensure knowledge management and sharing across the Hub country programs and beyond. This will also depend on credible and evidence-based results measurement and building partnerships across a broad spectrum of development partners. This will ensure visibility in the sub-region and facilitate the mainstreaming of IFAD11 priorities across the hub country programs. Furthermore, the hub model provides the opportunity to provide closer and consistent implementation support across country programs, on areas such as M&E and AWPB preparation.

The internship is based in the IFAD Cambodia Country Office and supports the country portfolio in the specific areas of (a) Monitoring and Evaluation (b) Knowledge Management (c) implementation support. The candidate will also support the hub team on key IFAD11 themes and on developing partnerships in the sub-region. The Hub team will ensure the assignment contributes to the learning and career development of the intern, a crucial outcome from any assignment for a young professional. The assignment will help the intern understand issues related to rural development and agri-businesses.

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):	Required Completion Date:
1. Following up on the M&E systems processes and results from across the country program (ASPIRE, AIMS, SAAMBAT, TSPRSDP). Ensuring the quality and timeliness of data collection and reporting across the project teams.	Ongoing
2. Following up on the discussions, key priorities and relevant actions for IFAD emerging from the UN Country Team (UNCT) and related discussions.	Ongoing
3. Following up on the light strategic framework across the Rome-Based Agencies (RBAs, including FAO, IFAD and WFP).	Ongoing
4. Conducting background research on relevant issues for the country management team and for the hub team, including nutrition, youth, gender, and climate change.	Ongoing
5. Supporting the hub team in background research (also covering potential linkages between IFAD and ASEAN), partner outreach and preparation for the Mekong Knowledge and Learning Fair (MKLF), particularly considering the potential alignment of the MKLF with the upcoming ASEAN Agriculture Meeting in Siem Reap (expected in Q3 or Q4 2020).	October 2020
6. Supporting to the hub team and country programs across the hub on related issues. Carry out other relevant tasks, as determined by the hub head/ supervisor or country teams.	Ongoing

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: