

**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:	Intern
Expected Start Date of Assignment:	
Expected End Date of Assignment:	
Total number of working days (max. 240 in a 12-month period):	
Division/Department:	ADM
Location:	TRAVEL & VISA SECTION
Reports to (name and title):	MONICA BUGGHI , MANAGER, Travel and Visa Section

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

Expected Activities:

The Travel and Visa Section in the Administrative Division provides customer-oriented services for all of IFAD's travel requirements. In addition to regular activities, major projects are ongoing the area of travel in particular projects related to the recovery of travel advances and reduction of accruals, the tender for travel management services and the implementation of a credit card for travellers. In this framework, under the Internship arrangements and the supervision of the Manager, Travel and Visa Section, the incumbent will:

1. Support the processing of expense reports in the context of decentralized ticketing;
2. Communicate with travellers and divisional assistants standards and requirements for ER processing;
3. Provide clarifications on IFAD travel policies and procedures.
4. Gather data required to recover cash advance balances for appropriate closing;
5. Support the reconciliation of travel advances to be recovered for staff and non-staff with the preparation of ad-hoc reports and collection of data for deductions through payroll or consultants' fees.
6. Update monitoring lists of ticket/PHP hotel reimbursements as well as non-compliances related to the travel guidelines.
7. Assist in processing visa requests during peak periods.
8. Assist the Travel and Visa Section in any other assignment as it may be required
9. Support on yearly projects, including business process review and travel system enhancements. .

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):	Required Completion Date:
<ul style="list-style-type: none"> • Acquired general knowledge of travel system and travel guidelines Cash Advances closed and Expense reports timely and accurately processed • Advance Recoveries timely and accurately processed • Contribution to TVS activities and projects • Enhanced relationships with clients in HQ as well as in IFAD country offices. 	Ongoing and by end of contract

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: