

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 <i>(max. 240 in a 12-month period):</i>	
Division/Department:	ADM
Location:	Records Management Unit
Reports to (name and title):	Valentina Berardini, Administrative Services Analyst (Records Management)

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

Expected Activities:

The Records Management Team in the Administrative Division is the focal point for IFAD's records management including reception, capture, classification, digitization, profiling, custody, retention, preservation and disposal. In addition to regular activities, major projects are ongoing such as the review of divisional shared drives (xdesks) and upgrade of the Electronic Records Management System (ERMS).

In this framework, under the Internship arrangements and the supervision of the Records Management Officer, the incumbent will:

1. Provide support for the xdesk review project by completing mapping tables and developing folder structures;
2. Profiles paper and electronic records in line with metadata framework and RMT guidelines;
3. Contributes to description, classification and digitization of archival holdings;
4. Assisting in implementation of IFAD Classification Scheme;
5. Assisting in managing electronic and paper records, ensuring capturing in Electronic Record-Keeping System and proper filing in Archives;
6. Carry out any other related duties as necessary.

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):	Required Completion Date:
<ul style="list-style-type: none"> • Description, classification and profile of electronic and paper records; • Filing of paper records • Classification Scheme implementation • Mapping table developments • Folder structure creation on xdesk 	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: