

**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 ☐

<b>Full Name:</b>	
<b>Specialization:</b>	
<b>Expected Start Date of Assignment:</b>	
<b>Expected End Date of Assignment:</b>	
<b>Total number of working days</b> <i>(max. 240 in a 12-month period):</i>	
<b>Division/Department:</b>	ADM – Security Unit
<b>Location:</b>	ROME
<b>Reports to (name and title):</b>	

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

Expected Activities:

- 1) Provide data support as required for security-related issues
- 2) Assist in identifying specific key issues related to security subjects
- 3) Conduct baseline research on security topics
- 4) Provide secretarial and logistical support for security activities/trainings
- 5) Compile and maintain IFAD security records such as correspondences, lists, manuals and other documents
- 6) Assist in preparation of documentations / designing of security campaigns
- 7) Other job related activities as assigned to meet the needs of ADM – Security.

**KEY PERFORMANCE INDICATORS**

<b>Expected Outputs (please include any travel if applicable):</b>	<b>Required Completion Date:</b>
<ul style="list-style-type: none"> <li>• Regular contribution of security data related to our ICOs</li> <li>• Summary of findings based on research ad survey conducted among ICOs.</li> <li>• Provision of daily support to field security operations in relation to logistic and administrative duties</li> <li>• Proper update maintenance of IFAD Security records in hard and soft copies</li> <li>• No travel is expected.</li> </ul>	

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

Name: Matthias Meyerhans, Director, ADM Signature..... Date: .....

Clearance by CFS if TORs include financial management responsibilities:

Name: .....Signature..... Date: .....