**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  12yrs

|  |  |  |
| --- | --- | --- |
| **Full Name:** |  | |
| **Specialization:** | Programme Management | |
| **Expected Start Date of Assignment:** | 16 July 2018 (or as soon as possible) | |
| **Expected End Date of Assignment:** | six months | |
| **Total number of working days *(max. 240 in a 12-month period)*:** | 120 days | |
| **Division/Department:** | West and Central Africa Division (WCA)  East and Southern Africa Division (ESA) | |
| **Location:** | HQ | |
| **Reports to (name and title):** |  | |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED** | | | |
| **Expected Activities:** | | | |
| The intern will work under the direct supervision of the Country Programme Manager and/or Programme Officer and his/her assignment will involve the following:  -         Planning, activity tracking, information management and coordination for the IFAD funded projects and programmes (upkeep of the tracking table, liaison with portfolio managers, prepare and follow up road maps  -         Contribution to corporate review, analysis and reporting (e.g. WCA Portfolio Stock-Take, Annual Report, etc)  -         Review of RB-COSOPs, SECAPs, Concept Notes, Project Design Reports, Supervision and Mid-Term Review Reports; and drafting of contributions/feedback as required  -         Contribution to the development of WCA communications and KM products (including production of project's briefs/review note and analysis of supervision, data collection from MTR, PCR, etc.)  - Desk and web-based researches, data collection and analysis, and synthesis note  -  -  - | | | |
| **KEY PERFORMANCE INDICATORS** | | | |
| **Expected Outputs (please include any travel if applicable):** | | **Required Completion Date:** | |
| * Planning, activity tracking, information management of CVI Hub Programmes * Timely review, analysis and reporting of above mentioned documents and provision of relevant inputs * Review and analyse implementation reports from PMU about specific technical aspects of the Project * - Review of Projects' Annual Work Plans and Budgets (AWPBs) * Preparation of Information notes and briefs, KM products, web researches produced * any other duties required   **Travel may be required, for supervision and/or project support activities in line with the candidate's specific skills and interest.** | | Ongoing and until the end of the 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:……………………….