

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:	TBD
Specialization:	Communication, web and social media
Expected Start Date of Assignment:	1 February 2020
Expected End Date of Assignment:	31 July 2020
Total number of working days (max. 240 in a 12-month period):	6 months
Division/Department:	OPR- Procurement team
Location:	Rome, Headquarters
Reports to (name and title):	Priscilla Torres, Lead Procurement Advisor

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

Expected Activities:

The procurement team in the OPR Division is renewing the structure and content of its IFAD webpages on project procurement activities and is developing and implementing a digital content strategy for web and social media that highlights the work IFAD is doing in this area. Under the close supervision of Priscilla Torres, Lead Procurement Advisor, and in close collaboration with the Senior Procurement Officers of the five PMD Regional Divisions and the Communications division (COM) and the OPR procurement team. The intern shall perform the following tasks:

- ✓ Further collect, review and structure available procurement content on IFAD's website, including content presented under other thematic/regional areas;
- ✓ Draft public information material and web related documents;
- ✓ Continue the use of social media to promote project procurement pages in collaboration with the Webteam;
- ✓ Upload on XDesk all the background documentation collected or produced;
- ✓ Support the logistical preparation of project procurement webinars across the five PMD Regional Divisions;
- ✓ Support the logistical arrangements of the testing of applicants to the project procurement roster;
- ✓ Support the preparation and coordination of training material and presentations for workshops;
- ✓ Undertake any task as may be required.

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):	Required Completion Date:
<ol style="list-style-type: none"> 1. Project procurement IFAD website pages are kept updated in collaboration with the Webteam; 2. The organization of the 2020 webinars is scheduled; 3. Additional web content is drafted in English upon request from the Lead Procurement Advisor to update the existing and new "procurement" content; 4. Procurement activities are promoted through social media; 5. Consultant roster tests are taken by applicants and all related documentation is uploaded on XDesk. 6. XDesk contains all the background documents used to produce web pages. 	<ol style="list-style-type: none"> 1. By end of July 2020 2. By end of July 2020 3. Upon request 4. Upon request 5. By end of March 2020 6. By end of July 2020

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: