

Terms of Reference for IFAD internship under the CSC agreement

Full Name:	Intern
Specialization:	Programme management / Development
Expected Start Date of Assignment:	1 April 2020
Expected End Date of Assignment:	30 September 2020
Total number of working days <i>(max. 240 in a 12-month period):</i>	6 months
Division/Department:	West and Central Africa Division / Programme Management Department (PMD)
Location:	Accra, Ghana
Reports to (name and title):	Hani Elsadani-Salem, Country Director, IFAD – Ghana
Academic qualifications	Be enrolled in an accredited university or graduate school in social sciences, economics, business management, rural development, agricultural economics, public policy or related disciplines. Have attended courses in the last 12 months, and have completed at least two years of undergraduate studies when joining IFAD through the Programme or have completed university studies in the above areas at an accredited university at the undergraduate or postgraduate level within the last 12 months.
Languages	Excellent written and verbal communication in English.
Personal and Technical requirements	<p>Strong motivation to support IFAD country programs and maximize their development effectiveness, impact and sustainability</p> <p>Analytical ability and understanding of socio-economic issues in rural development</p> <p>Basic knowledge of the principles and concepts of project management</p> <p>Willingness to learn, share and acquire new competencies and seek new challenges by exploring new approaches</p> <p>Ability to draft reports effectively</p> <p>Capacity to work in groups and establish harmonious working relationships in a multicultural environment</p> <p>Excellent knowledge of communication and information technology systems, tools and MS office package.</p>
GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED	
Expected Activities:	

1. Organisational Context

The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national and international level for policies that contribute to rural transformation.

2. Divisional and Country Context

The incumbent will be positioned in the IFAD Country Office in Accra, Ghana.

3. Purpose of Position

Under the overall supervision of the Country Director, the intern will play a key role in supporting the IFAD's country programme with the view to maximizing development effectiveness with a focus on natural resource management and climate resilience.

4. Duties and Responsibilities

The incumbent will support the Country team in strategy and pipeline development, supervision/implementation to ongoing development programmes, partnership development, monitoring and evaluation and knowledge management. All duties will require specific focus on natural resources management and climate resilience as well as gender and food security.

For country strategy and programme development he will support the country team:

- ✓ Conduct research and analyse data and develop analytical documents to guide the management of IFAD's country programme in Ghana and the mainstreaming of sustainable NRM climate resilience, gender and nutrition approaches.
- ✓ Under the guidance of the Country Director, contribute to the ICO Accra programme supervision and implementation support
- ✓ Undertake initial review of reports for the Country Director;
- ✓ Monitor programme performance by ensuring that the indicators developed by programmes address NRM, climate resilience, gender and nutrition aspects;
- ✓ Support the monitoring of the portfolio disbursements;
- ✓ Participate as required in supervision and implementation support mission, document and draw lessons from design and implementation;
- ✓ Support the country director in tracking and documenting programme performance and ensuring timely follow-up on the recommendations from supervision missions;
- ✓ Facilitate the production of country office periodic report card (Scorecards) and run trend analysis on portfolio performance for country team decision making.
- ✓ Perform other related duties as required.

The work will require collaboration with IFAD Headquarters; government authorities; other UN agencies; multi- and bilateral institutions; consultants; NGOs; civil society and private sector organizations.

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):	Required Completion Date:
Expected Outputs	Required Completion Date:
Data Research	Continuous
Check on Planning and Financial Project Docs	Continuous
Participate in 1-2 follow up/supervision missions	TBC
Prepare and update monitoring project charts	Continuous