

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF 2024 OASIS PROGRAM

GENERAL INFORMATION

Post Title:	Recruitment of 2024 OASIS interns
Host Organization:	IFAD
Host Department/Division:	Operational Policy and Results (OPR) Division
Duty Station:	Rome, Italy *subject to change according to world-wide COVID-19 situation
Expected Places of Travel:	N/A
Duration:	6 months
Expected Start Date:	During early July 2024

JOB DESCRIPTION

1. SCOPE OF ASSIGNMENT

- **Type of assignment:**

* Example: Project management/Planning/Marketing/HR/Finance&Accounting/education/Information technology (data analysis, survey, etc.)/Agricultural production/etc.

Data management and analysis

Information Technology

Research and data collection

- **Specific Description:**

A. Support the management of IFAD's Social, Environmental and Climate Assessment Procedures (SECAP) tracking process

1. Assist in maintaining and updating the SECAP watchlist to ensure that high risk and projects with low SECAP rating are continuously monitored and supported;
2. Assist in maintaining and tracking SECAP reviews of projects (PoLG, AF, GCF, GEF)
3. Support the filing of complaints received from IFAD projects regarding SECAP aspects;
4. Support the development of a SECAP dashboard for IFAD that can help improve tracking of SECAP performance, identifying risks and analyzing trends.

B. Support the management of data records and analysis created for reporting on the mainstreaming themes.

1. Support the management of the IFAD12 mainstreaming Masterfile in xDesk, helping to update the excel-based Mainstreaming Tracking Tool to be fit-for-purpose with regard to new/updated IFAD12 mainstreaming commitments;
2. Support the team in the management of the Power BI Mainstreaming Dashboard;
3. Proactively monitor data gaps and inconsistencies in reporting on mainstreaming themes and propose solutions to the team to address them.

C. Perform any other task as required by the supervisor.

2. EXPECTED DURATION OF ASSIGNMENT

The internship should last for 6 months from the start date.

3. QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

EDUCATION

- BSc (or equivalent) in social sciences, natural resource management, international studies, environmental studies, climate policy/finance or similar discipline.

* Note) Minimum academic background for the OASIS program is those who have completed the second year of university or higher

EXPERIENCE

- Prior experience is not required but experience in similar internships/voluntary work will be considered a bonus.

LANGUAGE

- Full command of English

FUNCTIONAL COMPETENCIES

- ICT & digital fluency: High level of digital literacy and ability to quickly get familiar with new digital tools
- Analytical skills: Ability to analyse and synthesize qualitative and/or quantitative information from a variety of sources and filter out key insights and recommendations
- Presentation skills: Clear, succinct and convincing verbal and written communication

Core Competencies

- Communicating and negotiating - Communicates effectively; creates understanding between self and others
- Learning, sharing knowledge and innovating - Continuously seeks to learn, shares knowledge & innovates
- Team working - Contributes effectively to the team
- Managing time, resources and information - Manages own time, information and resources effectively