

Terms of Reference for IFAD internship under the CSC agreement

Consultant ☐
 Intern ☒
 Fellow ☐
 Conference Service ☐

Minimum number of years of relevant experience required (consultants only):

1yr ☐
 2yr ☐
 8yrs ☐
 12+yrs ☐

Full Name:	
Specialization:	Governance and Member Relations
Expected Start Date of Assignment:	1/7/2020
Expected End Date of Assignment:	31/12/2020
Total number of working days (max. 240 in a 12-month period):	6 months
Division/Department:	Office of the Secretary/ERG
Location:	Institutional Governance and Member Relations Office (IGMR), Rome, HQ
Reports to (name and title):	Deirdre Mc Grenra, Chief, IGMR
Academic qualifications	<p>Be enrolled in an accredited university or graduate school in Political Sciences; International Relations, Business Administration or other job related field. 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.</p>
Languages	<p>Excellent written and verbal communication skills in English. Working knowledge of another official language (Arabic, French, or Spanish) is desirable.</p>
Personal and Technical requirements	<p>Basic knowledge of the principles and concepts of institutional governance in UN Agencies and International Financial Institutions.</p> <p>Strong motivation to learn and provide support on different aspects of institutional governance in particular with respect to e.g. provision of support to the organization and smooth conduct of formal and informal Governing Body meetings, and broad reporting on related activities.</p> <p>Strong analytical and organizational skills. Knowledge of statistics an asset.</p> <p>Demonstrated ability to communicate effectively tailoring language, tone, style, tact and format to match audience.</p> <p>Ability to draft reports effectively.</p> <p>Excellent knowledge of information technology systems, tools and Ms office package.</p> <p>Ability to empathize with clients, supervisors and staff while advocating for consistent and equitable applications of promulgated regulations and rules related to the organization and conduct of and participation in Governing Body meetings.</p> <p>Ability to manage confidential information.</p>

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

Expected Activities:

- Provide assistance in the organization of governing body meetings including the Governing Council, Replenishment Consultation, Executive Board, subsidiary bodies and other events managed by IGMR. Tasks include, but are not restricted to:
 - preparation and issuance of invitations;
 - monitoring attendance;
 - compiling lists and preparing conference room passes for delegates;
 - maintaining related records;
 - liaising with appropriate divisions in preparation for related meetings, consultations and events.
 - Assisting in liaison with document originators to ensure timely submission of GB documentation for language processing
 - Assisting in preparation of SEC-originated documentation
 - Researching rules of procedure and monitoring their consistent application
 - Analysing documentation and deliberations, identifying and recording future commitments
- Provide support to the Documents and/or Registration Desk during the Governing Council and other meetings.
- Research, compile and publish information on the Governance page on the Member States Interactive Platform (MSIP).
- Review and update information on Member States and their Representatives contained in the corporate database, Contact Information Available Online (CIAO), monitoring, inter alia, adherence to rules and procedures relating to credentials
- Assist with the preparation of correspondence; draft communications including Notes Verbale.
- Assist in the organization of corporate induction seminars for Member State representatives
- Assist in the organization of corporate inductions seminars for incoming IFAD staff, exploring means of raising awareness of the work of the Office of the Secretary through online training; videos; brochures, quick guides, etc.
- Assist in the review of documentation for submission to IFAD's governing bodies.
- As and when requested, conduct research and provide relevant statistical information.
- As and when requested, attend events/seminars and report back on main outcomes.
- Assist in the organization of office records and reference files and ensure their maintenance in the IGMR xDesk site.
- Provide reference information as requested, through searches in xDesk and other document repositories, and the internet.
- Carry out other assignments as required.

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):

Required Completion Date:

- Documents and/or Registration Desk support provided during Governing Body meetings scheduled between 1 July and 31 December 2020
- IGMR documents on xDesk stored in appropriate folders regularly, in line with the xDesk naming protocols.
- Updated information reviewed and uploaded on relevant systems.
- Regular research carried out on commitments to GBs, timelines and milestones
- Research information compiled and analysed as requested.
- Contribution to preparation and organization of governing body meetings including preparation of correspondence; review of documentation; drafting of talking points; drafting of flash reports; filing, and other activities as required
- Input to governance page on the MSIP
- Input to training materials to raise awareness of the work of the Office of the Secretary

Chief, IGMR:

Name:

Signature:

Date:

Secretary of IFAD:

Name:

Signature: Date: