

**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 ☐

<b>Full Name:</b>	
<b>Specialization:</b>	<b>Investigations</b>
<b>Expected Start Date of Assignment:</b>	<b>tbd</b>
<b>Expected End Date of Assignment:</b>	<b>tbd</b>
<b>Total number of working days (max. 240 in a 12-month period):</b>	<b>tbd</b>
<b>Division/Department:</b>	<b>Office of Audit and Oversight</b>
<b>Location:</b>	<b>IFAD HQ, Rome, Italy</b>
<b>Reports to (name and title):</b>	<b>Sangwoo Kim, Investigation Manager</b>

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

Expected Activities:

Under the supervision of the AUO Investigation Manager or his designee, the intern will contribute to the work of the Investigation Section (IS) by assisting investigation and anti-corruption activities. In particular, the incumbent's responsibilities will include:

- Assist the investigative activities of AUO/IS by conducting analysis of relevant evidence and jurisprudence, and providing support to investigators including participating in investigative activities by assisting investigators for conducting interviews and maintaining case records.
- Assist AUO's anti-corruption outreach activities, including assisting to devise effective anti-corruption tools and materials.
- Perform additional duties, including participating in projects and activities as required within the scope of AUO as assigned by Investigation Manager and/or Director of AUO.

**KEY PERFORMANCE INDICATORS**

Expected Outputs (please include any travel if applicable):	Required Completion Date:
<ul style="list-style-type: none"> <li>• The output reports are required to be well drafted with minor editing, succinct and supported by relevant evidence.</li> <li>• Completion of assigned tasks within agreed timeframe.</li> <li>• Output comprehensive and well documented, conclusions are well supported, objective, relevant and useful.</li> <li>• The incumbent will serve with accountability for integrity, transparency, and equity in the management of IFAD resources. During the assignment the incumbent will conduct herself/himself in a professional manner, will keep confidentiality and will exercise due care in carrying out her/his work. The confidentiality obligation over AUO sensitive information extends to after the completion of the assignment.</li> </ul>	Ongoing

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: .....