TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2025 CSC PROGRAM

**GENERAL INFORMATION**

**Post Title:** Recruitment of 2025 CSC interns

**Host Organization:** International Fund for Agricultural Development (IFAD)

**Host Department/Division:** Sustainable products , markets and institutions (PMI)/ Agricultural Public development banks Platform

**Duty Station:** In presence

**Expected Places of Travel:** Rome, Italy

**Duration:** 6 months

**Expected Start Date:** July 2025

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

* The intern will be responsible for updating the member database of the Platform and identifying new platform members to join, as well as identifying joint activities with them within the ILSA Program and the secretariat of the Finance in common initiative.
* Supporting the conduct of Studies and the quality checking of (contact focal points, follow up) and translating the results into learning outcomes.
* The intern will assist with Platform communication, organization of the different working groups, gain valuable insight into the operations of an international and rural development organization, and assist with handover.
* Maintain communication with PDB members and support their participation in PDB activities.
* Assist the Agri PDB secretariat on the preparation for the next Finance in Common summit in 2026.

# Specific Description:

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.

The Sustainable Production, Markets and Institutions Division (PMI) provides technical support to IFAD Country Programs to ensure the proper application of corporate quality standards required for achieving development results and impact in key thematic areas. These include food production systems (i.e. fisheries, livestock, and agronomy), land, natural resources management, water and rural infrastructure, financial services, rural markets and enterprises and rural institutions. It contributes to the generation of evidence and knowledge on these themes and facilitates their use in IFAD projects and activities.

PMI hosts the Agricultural Public Development Banks Platform (Agri-PDBs | Platform), which was created in 2021, following the recommendations of the UN Food System Summit and the Finance In Common Initiative held in 2021 in Rome, Italy. The goal of the platform is to support Public Development Banks (PDBs) in improving their ability to finance green and inclusive lending for sustainable food systems.

The PDB Platform organize sharing of experiences and relevant practices and facilitate Peer to Peer support. The PDB Platform is expected to deliver services to selected PDBs according to the typology [training, expertise, and technical assistance, support to innovation, tools to measure impacts of their financing, etc.…]

# EXPECTED DURATION OF ASSIGNMENT

* 6 Months

# QUALIFICATION/EXPERIENCE

The successful offeror meet the following minimum criteria:

# EDUCATION

* Be enrolled in a graduate degree program (such as bachelor or master’s program).
* Areas – Economics, Statistics, Communication, International Development, Political Sciences, Rural Finance Management, Rural Development, or any related field.

# EXPERIENCE

* Maintaining and updating websites, creating content, and promote the engage with stakeholders.
* Supporting the preparation of events, such as summits or conferences.
* Drafting event-related documents (e.g., "run of show," presentations, and summaries).
* Database and Information Management, managing member databases and identifying potential new members.
* Tracking and cleaning data for improved accuracy and usability.

**LANGUAGE**

* Excellent written and spoken English.
* Knowledge of another official languages of IFAD (Spanish or French) is an asset.

**FUNCTIONAL COMPETENCIES**

* Communication Skills, writing newsletters, reports, and meeting summaries.
* Maintaining clear and professional communication with PDBs and partners.
* Technical Skills, proficiency with web management tools (e.g., CMS, WordPress). Familiarity with analytics platforms.
* Project and Time Management: Prioritizing tasks, meeting deadlines, and coordinating with teams.
* Teamwork and Collaboration, working effectively in a multidisciplinary and multicultural team.