TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2025 CSC PROGRAM

**GENERAL INFORMATION**

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

**Host Organization: IFAD**

**Host Department/Division: Office of Audit and Oversight (AUO)** reporting to the

Investigation Manager

**Duty Station:** In presence, HQ in Rome, Italy.

**Expected Places of Travel:** TBC but travel is unlikely for interns

**Duration: 6 months**

**Expected Start Date: July 2025**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

Under the supervision of the AUO Investigation Manager or his designees, the intern will contribute to the work of the Investigation Section (IS) by assisting data analysis, investigation and case data management.

In particular, the incumbent’s responsibilities will include:

• Assist the work of the Data and IT Forensic Officer by conducting collection and analysis of relevant data and formulate the best way to visualize the data for AUO’s work;

 Assist the investigative activities of AUO/IS by conducting analysis of relevant evidence and providing support to investigators including participating in investigative activities;

 Assist AUO's case data management, including the roll out of a new case management system and data migration;

• Assist AUO's new e-learning platform for IFAD project staff; and

 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.;

# Expected outputs:

• The output reports are required to be well drafted with minor editing, succinct and supported by relevant data and/or evidence.

• Completion of assigned tasks within agreed timeframe.

# EXPECTED DURATION OF ASSIGNMENT

**Six months**

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* University degree, ideally in a legal, investigation, data science, or computer programming discipline

# EXPERIENCE

* Past work experience related to the type of assignment is desirable

# LANGUAGE

* Excellent command of written and oral English
* Knowledge of Arabic, French or Spanish would be an advantage

**FUNCTIONAL COMPETENCIES**

* High ethical standards
* Logical reasoning
* Clear report writing skills in English

**Core Competencies**

* 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. The confidentiality obligation over AUO sensitive information extends to after the completion of the assignment.