TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2025 CSC PROGRAM

**GENERAL INFORMATION**

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

**Host Organization: IFAD/ILC**

**Host Department/Division: ILC**

**Duty Station:** In presence.

**\***subject to change according to world-wide COVID-19 situation

**Expected Places of Travel: Rome**

**Duration: 6 months**

**Expected Start Date: July 2025**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# Corporate Services/Information Technology/Administration/Members relations/Internal communication

# Specific Description:

The International Land Coalition (ILC) is a global alliance of civil society and intergovernmental organisations working together to put people at the centre of land governance. The shared goal of ILC’s 300+ members is to realise land governance for and with people at country level, responding to the needs and protecting the rights of women, men and communities who live on and from the land. The Secretariat of the ILC is hosted by the International Fund for Agricultural Development (IFAD) in Rome and reports to the ILC Council. The Secretariat works in close liaison with regional, thematic and national support teams, which are separately hosted. Together, they carry the responsibility to provide support to the Coalition and its activities in the implementation of the Strategy 2022-2030.

**Duties:**

The Intern will support the Corporate Services Cluster on a variety of activities, mainly related to agreements and financial management, procurement, and to the yearly membership fee collection exercise. The intern’s experience will be structured with a hands-on training method thus ensuring that he/she gets his/her hands directly on what he/she is learning.

**Agreements and financial management–** The intern will support the work to review and finalise different type of agreement, mainly in relation to ILC hosting, incoming contributions, procurement and human resources to ensure compliance to IFAD rules and regulations and enhance workflows and administration. Activities will include, but will not be limited to the following:

1. Support the review of ILC agreements.
2. Draft agreements based on standard templates.
3. Support the review of ILC grant templates.
4. Liaise with colleagues from the One Team to collect needed information.
5. Provide periodic and ad-hoc reports on agreements signed or under negotiation.
6. Support engagement with IFAD parties.
7. Provide period and ad-hoc reports on reporting deadlines.
8. Support financial reporting.

**Procurement -** The intern will support the work to ensure compliant procurement processes and contracts. Activities will include, but will not be limited to the following:

1. Carry out periodic needs analysis.
2. Support review of procurement requirements.
3. Support the preparation of procurement-related documents.
4. Liaise with colleagues from the One Team to make sure users’ feedback is collected and taken into consideration.
5. Develop training programme and material to ensure every member of the ILC One Team is aware of procurement rules.

**Membership fees** are a yearly requirement for every member of the International Land Coalition as stated in the ILC Charter (Article 15). The fee is a sign of commitment to the partnership with ILC and a mean to further strengthening the Coalition. The intern will support communications and follow up with members to ensure correct and full payment of their fees. Activities will include, but will not be limited to the following:

1. Familiarise with ILC Membership fees guidelines
2. Support the 2023 and 2024 Membership fees collection exercises
3. Ensure effective communication and follow up with members to ensure correct and full payment of their fees in coordination with RCUs and Secretariat
4. Monitor and update the membership fee database regularly
5. Produce weekly and ad-hoc reports
6. Ensure relevant docs are uploaded and member’s profiles are updated on the MemberNet

Perform any other duties as required.

On all activities on which he/she will be engaged, the intern will be required to provide a monthly report thus allowing space to assess his/her learning curve and promptly react were needed. At the end of the internship the Intern will be required to deliver a presentation during a coalition staff meeting summarizing the key points of his/her experience in ILC and main take away.

# EXPECTED DURATION OF ASSIGNMENT

**6 months**

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

# have completed the second year of university or higher

# EXPERIENCE

* Legal or financial background
* Familiarity with systems and platforms and/or other relevant software tools.

# LANGUAGE

* Excellent English required
* Spanish and French desirable