TERM OF REFERENCE (ToR)
FOR THE RECRUITMENT OF 2024 OASIS PROGRAM

GENERAL INFORMATION

Post Title: Recruitment of 2024 OASIS interns
Host Organization: IFAD
Host Department/Division: OPR/PMD
Duty Station: Rome, Italy

Expected Places of Travel: **Rome – IFAD HQ**
Duration: **6 months**
Expected Start Date: **July 2024**

JOB DESCRIPTION

1. SCOPE OF ASSIGNMENT

- **Type of assignment:**

International development, Data Analysis, Systems development

- **Specific Description:**

It is expected that the intern will provide ongoing, timely, high quality inputs to the work of the Operational Policy and Results Division, which is responsible for the oversight of IFAD's programme of lending and grants globally. Under the supervision of the Lead Advisor, Results and Resources and relevant staff of OPR, and in collaboration with the Results team, the intern's specific responsibilities will be to:

- Contribute to the analysis of policy guidelines, and preparing requirements for changes to OPR-owned IT systems to align them to the revised guidelines;
- Revise OPR-owned system user guidelines and manuals as needed;
- Conduct detailed analysis of the operations data in Operational Business Intelligence (OBI) reports
- Other support as necessary.

The intern will need to have a good understanding of development issues. Both qualitative and quantitative skills are needed, and knowledge of new technologies and statistics are preferred. Substantial experience using STATA or R would be highly valued. Attention to detail is essential.

Expected outputs:

- Inputs to requirement documents for OPR-owned IT system modifications;
- Operations data analysis and recommendations for improvement
- Revised OPR-owned system user guidelines;

2. EXPECTED DURATION OF ASSIGNMENT

6 months

3. QUALIFICATION/EXPERIENCE

The successful offer or shall meet the following minimum criteria:
EDUCATION

- Undergraduate university degree (Bachelor's or equivalent) from an accredited institution in economics, statistics, environmental sciences, environmental engineering, agriculture, rural development, or other related discipline.

* Note) Minimum academic background for the OASIS program is those who have completed the second year of university or higher

EXPERIENCE

- Experience in programme/project management is an advantage
- Experience in data analysis

LANGUAGE

- Excellent written and verbal communication skills in English
- Working knowledge of another official language (Arabic, French, or Spanish) is desirable

FUNCTIONAL COMPETENCIES

- Learning, sharing knowledge and innovating: Continuously seeks to learn, shares knowledge and innovates
- Focusing on clients: Focuses on clients
- Problem solving and decision making: Demonstrates sound problem solving and decision-making ability
- Managing time, resources, and information: Manages own time, information, and resources effectively
- Teamwork: Contributes effectively to the team
- Communicating and negotiating: Communicates effectively: creates understanding between self and others
- Building relationships and partnerships: Builds and maintains effective working relationships

Core Competencies

- Strong analytical (both qualitative and quantitative) skills to facilitate decision-making.
- Writes clearly and succinctly, and convincingly listens and communicates effectively to engage others.
- Computer skills: Full command of office applications (Word, Excel, PowerPoint) and ability to work with other relevant technology and procedures (e.g.: web-based databases and other statistical applications) to collect, organize, share, and use information.