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: Operational Policy and Results (OPR) Division**

**Duty Station: Rome, Italy**

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

**Expected Places of Travel: N/A**

**Duration: 6 months**

**Expected Start Date: During early July 2024**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# \* Example: Project management/Planning/Marketing/HR/Finance&Accounting/eduction/Information technology (data analysis, survey, etc.)/Agricultural production/etc.

# Data management and analysis

# Information Technology

# Research and data collection

# Specific Description:

1. Support the management of **IFAD’s Social, Environmental and Climate Assessment Procedures (SECAP) tracking process** 
   1. Assist in maintaining and updating the SECAP watchlist to ensure that high risk and projects with low SECAP rating are continuously monitored and supported;
   2. Assist in maintaining and tracking SECAP reviews of projects (PoLG, AF, GCF, GEF)
   3. Support the filing of complaints received from IFAD projects regarding SECAP aspects;
   4. Support the development of a SECAP dashboard for IFAD that can help improve tracking of SECAP performance, identifying risks and analyzing trends.
2. Support the management of **data records and analysis created for reporting on the mainstreaming themes.**
   1. Support the management of the IFAD12 mainstreaming Masterfile in xDesk, helping to update the excel-based Mainstreaming Tracking Tool to be fit-for-purpose with regard to new/updated IFAD12 mainstreaming commitments;
   2. Support the team in the management of the Power BI Mainstreaming Dashboard;
   3. Proactively monitor data gaps and inconsistencies in reporting on mainstreaming themes and propose solutions to the team to address them.
3. Perform any other task as required by the supervisor.

# EXPECTED DURATION OF ASSIGNMENT

The internship should last for 6 months from the start date.

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* BSc (or equivalent) in social sciences, natural resource management, international studies, environmental studies, climate policy/finance or similar discipline.

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

# EXPERIENCE

* Prior experience is not required but experience in similar internships/voluntary work will be considered a bonus.

# LANGUAGE

* Full command of English

**FUNCTIONAL COMPETENCIES**

* ICT & digital fluency: High level of digital literacy and ability to quickly get familiar with new digital tools
* Analytical skills: Ability to analyse and synthesize qualitative and/or quantitative information from a variety of sources and filter out key insights and recommendations
* Presentation skills: Clear, succinct and convincing verbal and written communication

**Core Competencies**

* Communicating and negotiating - Communicates effectively; creates understanding between self and others
* Learning, sharing knowledge and innovating - Continuously seeks to learn, shares knowledge & innovates
* Team working - Contributes effectively to the team
* Managing time, resources and information - Manages own time, information and resources effectively