

TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2024 CSC PROGRAM

GENERAL INFORMATION

Post Title:	Recruitment of 2024 CSC interns
Host Organization:	International Fund for Agricultural Development (IFAD)
Host Department/Division:	Change, Delivery and Innovation Unit
Duty Station:	In presence *subject to change according to world-wide COVID-19 situation
Expected Places of Travel:	
Duration:	Six months
Expected Start Date:	During early July 2024

JOB DESCRIPTION

1. SCOPE OF ASSIGNMENT

- **Type of assignment:**

Open Innovation intern

- **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.

Founded in 1979, CDI helps IFAD to deliver better results quicker and to promote innovation in its products and approaches. CDI provides expertise and evidence-based support to 1) Sustain, monitor and strengthen organizational reforms; 2) Make behavioural change happen; 3) Improve delivery systems; and 4) Identify, test and scale-up ideas. CDI reports to the Vice-President of IFAD and is part of the Corporate Services Support Group.

OPV is the Office of the President and Vice President of IFAD and supports the President and VP in their daily work as well as their strategic endeavours. It oversees the Corporate Services Support Group. It works closely with all IFAD member states, the two Rome-based agencies as well as other UN agencies and multilateral development banks.

The Innovation Intern plays a key role in contributing to CDI's strategic vision by actively participating in the planning and execution of CDI's major activities and initiatives. The selected candidate will collaborate with cross-functional teams, providing support in the planning, execution, and monitoring of innovation projects. Proficient use of project management tools is essential to ensure timely delivery of project milestones and objectives, facilitating effective communication and coordination among team members for project success.

Additionally, the intern will have the opportunity to learn about the planning and implementation of open innovation challenges. This hands-on experience will provide insights into fostering creativity and collaboration within and beyond the organization.

The Innovation Intern will support the Innovation and Outreach workstream, contributing to the following 2024 CDI goals:

- Goal 1, Open Innovation: fostering and supporting idea origination, testing, learning and sharing knowledge.
- Goal 5, Partnership, outreach, and enhanced visibility to IFAD's work on innovation: actively support efforts to identify potential partners that add value to the work of IFAD and contribute to enhance results and impact through innovation.

2. EXPECTED DURATION OF ASSIGNMENT

Six months.

3. QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

EDUCATION

- University Degree in innovation and/or digital transformation, engineering, business (including product development), international relations, or related field from an accredited institution.

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

EXPERIENCE

- Experience in Project Management.
- Experience in outreach, communications, and/or external relations.
- Previous experience in institutional settings is desirable.
- Previous experience in innovation accelerators/incubators or product development is highly desirable.

LANGUAGE

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

FUNCTIONAL COMPETENCIES

- Open to learning, sharing knowledge and innovating.
- Client-focused and human-driven.
- Oriented to seek solutions and to think outside the box.
- Manages time and resources efficiently.
- Communicates effectively, shares information and contributes to a positive and constructive exchange of ideas that relies on respect, trust and mutual support.
- Team player.
- Builds and maintains effective working relationships within IFAD and with IFAD's partners.
- We are looking for a highly motivated, self-starter with a strong commitment to contribute to IFAD's mission and CDI's mandate.

Core Competencies

- Operational knowledge of online meeting platforms (especially Zoom and MS Teams).
- Strong diplomatic and communication skills and the ability to establish and maintain effective working relationships with diverse stakeholders, internally and externally.
- Good project management skills to plan, execute, and monitor different initiatives at the same time.
- Ability to work under pressure with tight deadlines and multiple priorities on high-level activities.

Personal resilience and flexibility are important.

- Flexibility to adapt to changing priorities and evolving project requirements.
- Familiarity with relevant innovation tools and technologies.
- Eagerness to learn and stay updated on industry trends and best practices.
- Ability to align innovation initiatives with the overall business goals.
- Focus on achieving measurable outcomes and delivering tangible results.