# Annex V Terms of Reference for Consultants and other persons hired by IFAD under a non-staff contract

**Consultant**  **Intern**  **Fellow**  **Conference Service**

Minimum number of years of relevant experience required (consultants only):

1yr  2yr  8yrs  12+yrs

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| **Full Name:** |  | |
| **Specialisation:** |  | |
| **Expected Start Date of Assignment:** | **March, 2019** | |
| **Expected End Date of Assignment:** |  | |
| **Total number of working days *(max. 240 in a 12-month period)*:** |  | |
| **Division/Department:** | **ILC** | |
| **Location:** | **Rome** | |
| **Reports to (name and title):** | **Yonas Mekonen – NES Global Coordinator** | |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED** | | | |
|  | | | |
| ILC's country level work is implemented through its National Engagement Strategies (NES), where the ILC is setting-up and strengthening existing multi-stakeholder national land platforms and joint strategies. An integral component of the NES initiative, is to promote multi-country and multi-regional exchanges and cross learning, both by facilitating ongoing exchanges and providing adequate tools, and by designing and implementing ad-hoc trainings.  The intern will be asked to support such component in terms of design and development of ad-hoc sharing and learning tools and specific training modules, and by tracking learning activities and knowledge products in the frame of NES at country level.  Moreover, the intern will contribute to facilitating connections between ILCs national (NESs) and regional and global (CBIs) activities by supporting mapping and analysis particularly from a country level perspective.  The intern will open for ILC strategic relationships with South Korean public and private organisations interested on land governance. | | | |
| **KEY PERFORMANCE INDICATORS** | | | |
| Expected Outputs (please include any travel if applicable): | | Required Completion Date: | |
| 1. **NES Global Grant Portfolio**  * Assist senior team members in the management of the NES grant cycle, from inception, country strategy formulation to implementation, monitoring and reporting; * Continuously update a grant database to ensure smooth processing of grants, and ensure business continuity across the multi-year financial cycle; * Support grant approval process, enhancing and implementing continuous improvements to the current procedures and processes * Produces variety of reports and summaries of data in order to support NES grant processing activities.  1. **NES Knowledge Management & Learning**  * Support learning and experience among and between the ILC supported Multi-Stakeholder Platforms * Contribute to the development of content and communication materials for the ILC supported MSP Community of Practice exchanges * Support the implementation of the good governance action plan * Support the development of off line and online material (ILC Corner) for the CoP based on the Good governance handbook * Support ILC NES CoP participation in global and regional learning event.  1. **NES Linkages & Positionning**  * B. Support the integration and interfaces of NES with other ILC delivery mechanism, including the CBIs/Dashboard, and the coordination with IFAD programming and VGGT platforms * Updating NES-CBI connections matrix * Updating NES-VGGT matrix * Design the NES-IFAD joint programming matrix.  1. **NES Governance & business process**  * Refine the analysis of NES budgeting structure (aimed at identifying key financial components and their respective weight – e.g. knowledge production, governance, HHRR, communications, advocacy and campaigns, etc.) * Assess and support the development of NES sustainable financing models and co-funding strategies * Contribute to the elaboration of good practices notes on NES Good Governance Model. | | Continuous  Continuous  Continuous  Continuous | |

Clearance by COM if TORs include communication activities (see section 4.7(iii)):

Name: …………………………………………….…Signature……………………………………………. Date:……………………….

Clearance by CFS if TORs include financial management responsibilities:

Name: …………………………………………….…Signature……………………………………………. Date:……………………….