

## **TERM OF REFERENCE (ToR)**

### **FOR THE RECRUITMENT OF 2024 CSC PROGRAM**

#### **GENERAL INFORMATION**

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

#### **JOB DESCRIPTION**

##### **1. SCOPE OF ASSIGNMENT**

- **Type of assignment:**

Innovation Management 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.

According to Gartner, innovation management is a business discipline that aims to drive a sustainable innovation process or culture within an organization. Innovation management helps generate new business models and creates new products, services and technologies designed for the changing market. Proper innovation management also boosts customer satisfaction and employee engagement. The successful candidate will contribute to the organization and coordination of key events, including the IFAD Governing Council, IFAD Innovation Talks, IFAD Innovation Labs, and the IFAD Innovation Champions programme.

The Innovation Management 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, events, and the management of the Innovation Network, all aimed at nurturing and sustaining a culture of innovation

within the organization. This includes a focus on coordinating the IFAD Innovation Labs, designed to bolster IFAD's initiatives in fostering an innovative culture within the organization. The intern will be actively engaged in managing logistical aspects to ensure the seamless execution of these labs.

Additionally, responsibilities extend to the coordination of the IFAD Innovation Talks, essential platforms for thought leaders and innovators to share insights and contribute to the intellectual and creative growth of innovation within the IFAD community. This may include organizing virtual or physical meet-ups, managing communication channels, and fostering a dynamic and inclusive environment within the network. The intern will play a crucial role in organizing and facilitating these talks, thereby contributing to the overarching goals of the organization.

Furthermore, the intern will support with the management of the IFAD Innovation Network, involving active engagement with network members, facilitation of communication, and ensuring the effective functioning of this collaborative space for innovative ideas.

The Innovation Management Intern will support the innovation management workstream, especially by contributing to the following 2024 CDI goal:

- Goal 3, Innovation Management and Knowledge sharing: give visibility to IFAD's work on innovation and advocate for principles of innovation management that support the origination, testing and scaling up of ideas in a systematic and sustainable way while de-risking the innovation portfolio and maximizing the opportunities for learning.

## **2. EXPECTED DURATION OF ASSIGNMENT**

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Six months.

## **3. QUALIFICATION/EXPERIENCE**

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The successful offeror shall meet the following minimum criteria:

### **EDUCATION**

- University Degree in communications, knowledge management, innovation and/or digital transformation, international relations, or related field from an accredited institution.

### **EXPERIENCE**

- Experience organizing events, fora and/or large conferences.
- Experience in outreach, communications, and/or external relations.
- Knowledge of social media platforms.
- Management and monitoring of statistics of social media platforms is desirable.
- Experience in knowledge and/or event management 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).
- Strong diplomatic and communication skills and the ability to establish and maintain effective working relationships with diverse stakeholders, internally and externally.
- Basic project management skills to plan, execute, and monitor initiatives.
- 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.