TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2025 - 2026 SEOUL NATIONAL UNIVERSITY PROGRAM

**GENERAL INFORMATION**

**Post Title:** Recruitment of 2025 - 2026 SNU interns

**Host Organization:** IFAD

**Host Department/Division:** OTD/PMI

**Duty Station:** In presence

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

**Expected Places of Travel:** Italy/Rome

**Duration:** 6 Months

**Expected Start Date: Sep 2025 – Feb 2026**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

* **Operational support: systematize reports and WRIE Desk repository:**
  + Review and organize the WRIE Desk mission file to ensure consistency and easy access to information.
  + Maintain an organized and up-to-date repository of project documents and knowledge products, including briefings, talking points, and general backgrounders.
  + Support systematizing information on project portfolio and missions from colleagues within WRIE desk and to update it into a common platform
* **Support with generation of Knowledge products on Water and Rural Infrastructure**
  + Support on data and info collection and processing on the topic of Water and Rural Infrastructure for rural development.
  + Prepare drafts of technical notes or documents.
  + Monitor and track upcoming internal and external events relevant to the Desk's mandate.
  + Conduct background research to support desk-related activities and events.
  + Provide inputs for the preparation of talking points, briefings, and other relevant knowledge material
* **Assist in the provision of inputs for project related documentation**
  + Review existing project documents (concept notes, proposals, reports).
  + Support in drafting or formatting sections of project documentation (e.g., background, objectives, context).
  + Compile inputs from various sources (desk files, reports, meetings) into consolidated drafts.
  + Assist in proofreading and editing project documents for clarity, grammar, and consistency.
  + Help maintain a log of document versions and updates during project development.
  + Attend relevant meetings or briefings and take notes to contribute to documentation inputs.
  + Support on assisting WRI staff on missions (virtual/in person) as needed to assist on technical inputs for mission preparation, during mission and aid memories/ back to office reports as needed

# 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.

# The Office of Technical Delivery (OTD) is responsible for providing expert technical guidance to IFAD teams engaged in the design and implementation of projects and programmes to deliver the high technical quality investments that facilitate rural transformation, and which comply with IFAD's mandate and operational policies. The Office ensures IFAD applies and disseminates state of the art expertise in its investments and evidence on strategic themes and encourages the innovative application of global insights and evidence in IFAD investments. This helps countries tackle complex development challenges in fostering inclusive and sustainable rural transformation including mainstreaming areas.

# The Office of Technical Delivery works in close coordination with other departments, offices and divisions in IFAD and the Managing Director, works under the direct supervision of the Vice-President of IFAD. The Office of Technical Delivery comprises the Environment, Climate, Gender and Social Inclusion Division (ECG) and the Sustainable Production, Markets and Institutions Division (PMI).

# PMI provides technical support to IFAD Country Programs to ensure the proper application of corporate quality standards required for achieving development results and impact in key thematic areas, including food production systems (i.e., fisheries, livestock, and agronomy), land, natural resources management, water and rural infrastructure, financial services, rural markets and enterprises and rural institutions. It contributes to the generation of evidence and expertise on these themes and facilitates their use in IFAD projects and activities.

# Under the supervision of the Lead Global Technical Specialist, the intern will support the Water, Rural Infrastructure and Renewable Energy Team (WRI) by systemizing reporting, assisting with the provision of technical inputs throughout the project lifecycle of the desk portfolio, perform background information on relevant events.

# EXPECTED DURATION OF ASSIGNMENT

**6 Months**

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Bachelor’s degree in Engineering (ex. Irrigation, Rural Infrastructure, Renewable Energy), rural development, business administration, or related field

# EXPERIENCE

* Preferably experience from another IFI, private sector or technical governmental agency on the preparation and implementation of projects in the areas or water management, rural development and infrastructure and renewable energy in rural settings.
* Conducted academic research on topics such as rural water systems, irrigation technologies, or renewable energy solutions, with specific focus on supporting rural development.
* Participated in university-led field visits or case studies focused on rural development, infrastructure planning, or sustainability challenges in low-resource settings.
* Prepared technical reports, presentations, or feasibility assessments as part of academic assignments, simulating real-world project documentation.
* Built foundational understanding of development project cycles, stakeholder analysis, and technical documentation through relevant coursework in engineering, rural development, or business administration.

# LANGUAGE

* Fluency in English;
* Knowledge of French or Spanish is an asset.

**FUNCTIONAL COMPETENCIES**

* Technical Research and Analysis - Ability to gather, review, and synthesize technical and non-technical information relevant to rural infrastructure, energy, or development sectors.
* Document and Knowledge Management- Skilled in organizing, updating, and maintaining structured repositories of documents and knowledge products.
* Writing and Editing Support - Assists in drafting and refining sections of project documentation, including proposals, reports, concept notes, and briefings. Capable of summarizing technical documents into clear and concise formats for non-technical audiences.
* Project Documentation Support - Supports the preparation of project-related materials by consolidating inputs, formatting documents, and cross-referencing with existing knowledge. Tracks updates and maintains documentation logs during project development cycles.
* Event Monitoring and Coordination Support - Monitors relevant events (e.g., international days, summits, conferences) and prepares background notes or short summaries. Supports coordination efforts for desk-related knowledge sharing around events.
* Data and Information Management - Collects and organizes data or key information (e.g., indicators, stakeholder inputs) relevant to desk activities.

**CORE COMPETENCIES**

* Research and Analytical Skills - Ability to conduct background research, synthesize information from various sources, and provide concise, relevant inputs for documentation and briefings.
* Attention to Detail - Demonstrates accuracy and thoroughness in reviewing, organizing, and editing documents and knowledge products.
* Organizational and Time Management Skills - Capable of managing multiple tasks, meeting deadlines, and maintaining orderly repositories and files.
* Communication Skills - Strong written and verbal communication abilities; able to contribute to talking points, briefings, and project-related documents clearly and effectively.
* Teamwork and Collaboration- Works well with colleagues, responds to feedback, and contributes to shared goals in a supportive and cooperative manner.
* Initiative and Willingness to Learn- Proactively seeks out information, volunteers for tasks, and demonstrates curiosity and adaptability in a fast-paced environment.
* Digital Literacy - Proficient in using productivity tools (e.g., Microsoft Office, Google Workspace, SharePoint) and familiar with organizing digital files and collaborative platforms.