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:**

**Host Department/Division:**

**Duty Station:** IFAD regional office in **Bangkok**

**Expected Places of Travel:**

**Duration:**

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

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# The IFAD’s Sustainable Production, Markets and Institutions Division (PMI)’s team in the regional office for Asia and the Pacific region (APR), is composed of 4 senior technical specialists and 1 lead regional technical specialist, covering Agronomy, Markets & Value Chains, Rural Institutions, Rural Finance and Infrastructure.

# An intern from the Seoul National University will be based in the IFAD’s new regional office in Bangkok where the selected intern will have a great opportunity to be exposed to IFAD’s technical work and projects which spans South Asia to the Pacific countries.

# Under the supervision and guidance of the Lead Regional Technical Specialist, the intern will support the (PMI)’s efforts in enhancing the development impacts and effectiveness of IFAD-funded projects in the Asia and the Pacific countries.

# Type of assignment:

# Data analysis, research based on desk review

# Assistance to team coordination, work progress monitoring and reporting

# Specific Description:

# Under overall guidance and supervision of the Lead Regional Technical Specialist of PMI, the intern is expected to support technical officers in:

# undertaking desk review as inputs to preparation for supervision and implementation support missions in the area of project performance by collating data and information

# coordination activities of the technical specialists of PMI based in the Asia and the Pacific Regional Office (PMI-APR): business planning, monthly meetings and reporting

# building a shared workspace (on MS Teams) for the PMI-APR team to improve coordination

# preparing communication materials, such as presentations

# contribute to various reporting with data and information on projects and missions

# EXPECTED DURATION OF ASSIGNMENT

**6 months** Sep 2025 – Mar 2026

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Be enrolled in an accredited university or graduate school, have completed at least two years of undergraduate studies and have attended courses in the last 24 months; or have completed university studies at an undergraduate or postgraduate level within the last 24 months in the areas of agriculture, rural development, agribusiness, economics

# EXPERIENCE

* Experience in coordination of activities of a group
* Experience in undertaking research

# LANGUAGE

* Be fluent in English

**FUNCTIONAL COMPETENCIES**

* Research skills
* Advanced skills in MS Office and other communication tools: MS Teams, Zoom

**Core Competencies**

* Good writing and presenting skills
* Team player