# 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:** |  | |
| **Specialization:** | **Human Resources Business Partner Unit** | |
| **Expected Start Date of Assignment:** |  | |
| **Expected End Date of Assignment:** |  | |
| **Total number of working days *(max. 240 in a 12-month period)*:** |  | |
| **Division/Department:** | **HRD/CSD** | |
| **Location:** | **Rome HQ** | |
| **Reports to (name and title):** | **Human Resources Business Partner** | |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED** | | | |
| Expected Activities: | | | |
| **Support the Human Resources Business Partner with the overall management and administration of the IFAD internship programmes (regular and enhanced), including:**   * Receiving requests to hire interns from IFAD divisions in HQ and in IFAD country office locations * Liaise with divisions on the documentation to be provided and the recruitment process * Maintaining the IFAD internship roster and provide possible profiles to hiring entities based on eligibility and other requirements * Guiding hiring managers on applicable rules and procedures, in close consultation with the Human Resources Analyst * Assisting prospective internship programme applicants on application procedures and eligibility   **Support the Human Resources Business Partner with a number of HRD special initiatives aimed at improving the IFAD internship programmes, including:**   * Assisting with the organization and development of quarterly intern induction seminars, liaising with other IFAD organizational units for their respective presentations * Assist the Human Resources Analyst with the coordination and planning of IFAD intern and young professional knowledge sharing forums at IFAD HQ * Assist the Human Resources Analyst with the implementation of the IFAD internship mentoring programme * Act as focal point for all interns in IFAD HQ and ICOs, organising informal gatherings with a view to enhance experience of programme participants   **Support to the IFAD recruitment process for international professional and general service staff positions**   * Under the overall guidance of the assigned Chief, HRBPU, Senior Human Resources Specialist, Human Resources Specialist, or Human Resources Analyst, for select recruitments:   + Familiarise him/herself with IFAD and its recruitment procedures and processes by reading carefully the relevant policy, procedures, information circulars, and other documentation.   + Provide effective, efficient and substantive HR services related to the recruitment of Professional and General Service staff, ensuring compliance and consistency with corporate governance mandates ad with the HR Implementing Procedures.   + Contribute to the daily management and administration related to the organization and logistics of the selection process. Coordinate the scheduling of interviews and tests.   + Contribute to the assessment and selection of candidates, including long listing and pre-screening, using the criteria indicated in the vacancy announcement and according to existing Human Resources procedures.   + Conduct reference checks on short-listed candidates.   + Participate as secretary/observer in interviews and draft recruitment reports and other management reports on recruitment as and when required.  1. **Support the OCLD officer in the implementation of new e-Performance system:**  * **Provide technical support on e-Performance in PeopleSoft to all IFAD staff. This shall be done also through the aid of the e-Performance Service Centre.** * **Implementation of e-Performance customizations by conducting accurate testing on the system.** * **Preparation of e-Performance related workshops, and training courses by revising the training documentations and materials.** * **Provide statistics and reports to the HR Specialist.** * **Monitor the e-Performance process and system to ensure compliance with deadlines and system updates**   **Provide backup and support to:**   1. **Learning and Development activities:**  * **Assist in the organization of SDU activities, workshops and seminars for managerial and operational training:**  1. **Preparation of SDU material and documentation.** 2. **Registration of participants.** 3. **Internship Contracts:**  * **Support the recruitment of interns and to the maintenance of the internship roster (until it is dismantled) in screening of internship candidates applying through the internship mailbox.** * **Upload qualified candidates into the roster.** * **Support in keeping the internship roster constantly updated.** * **After the implementation of the new eRecruitment system, contact each applicant on the internship roster to request them to submit application in the system. Dismantle the roster** | | | |
| **Support to the Human Resources Business Partner with a number of HR Strategic Objectives**   * Roll out of the Corporate Gender Action Plan * An HR delegation of authority framework is drafted and submitted for approval to ensure an effective delegation at country level within a more decentralized structure * Gender and geographical diversity impacted by the implementation of enhanced outreach activities (e.g. recruitment missions, partnership with regional divisions etc.) * Enhanced and expanded relationship with donors through timely and efficient management of Internship/Enhanced Internship programmes | | | |
| **KEY PERFORMANCE INDICATORS** | | | |
| Expected Outputs (please include any travel if applicable): | | Required Completion Date: | |
| * Effective and sound support to the administration of the internship programme and contracts accurately and timely issued * Proper and timely development of the following special initiatives:   + development of monthly/bimonthly intern induction seminars   + management and maintenance of internship social media platforms   + internship mentoring programme implemented * Internship roster updated * Effective and sound support to recruitment processes, as needed * Effective and sound support to HR strategic objectives, as needed | |  | |

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:……………………….