

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 ☐

Full Name:	
Specialization:	Investigations
Expected Start Date of Assignment:	
Expected End Date of Assignment:	
Total number of working days (max. 240 in a 12-month period):	
Division/Department:	Office of Audit and Oversight
Location:	IFAD HQ, Rome, Italy
Reports to (name and title):	

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Expected Activities:

Under the supervision of the AUO Investigation Manager or his designee, the intern will contribute to the work of the Investigation Section (IS) by assisting investigation and case data management. In particular, the incumbent's responsibilities will include:

- Assist AUO's case data management, including launching of a new case management system and data migration.
- Assist the investigative activities of AUO/IS by conducting analysis of relevant evidence and jurisprudence, and providing support to investigators including participating in investigative activities by assisting investigators for conducting interviews and maintaining case records.
- Perform additional duties, including participating in projects and activities as required within the scope of AUO as assigned by Investigation Manager and/or Director of AUO.

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):	Required Completion Date:
<ul style="list-style-type: none"> • The output reports are required to be well drafted, with minor editing, be succinct and supported by relevant evidence. • Completion of assigned tasks within agreed timeframe. • Output comprehensive and well documented, conclusions are well supported, objective, relevant and useful. • The incumbent will serve with accountability for integrity, transparency, and equity in the management of IFAD resources. During the assignment the incumbent will conduct herself/himself in a professional manner, will keep confidentiality and will exercise due care in carrying out her/his work. The confidentiality obligation over AUO sensitive information extends to after the completion of the assignment. 	

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:.....