

**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 ☐

<b>Full Name:</b>	
<b>Specialization:</b>	<b>Legal</b>
<b>Expected Start Date of Assignment:</b>	
<b>Expected End Date of Assignment:</b>	
<b>Total number of working days</b> <i>(max. 240 in a 12-month period):</i>	
<b>Division/Department:</b>	<b>LEG</b>
<b>Location:</b>	<b>IFAD HQ – Rome, Italy</b>
<b>Reports to (name and title):</b>	

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

Expected Activities:

Under the general supervision of the General Counsel and the direct supervision of a designated Counsel, the intern will perform the following duties:

- (a) Assist in preparation of legal documentation such as loan and grant agreements (and amendments thereto) and cooperation agreements with inter-governmental and non-governmental organisations;
- (b) Assist in the research of case law in the context of litigation as well as on providing drafts of legal advice on HR matters in accordance with the HR rules and regulations.
- (c) Assist in research and preparation of legal advice on administrative matters.
- (d) Attend, as an observer, discussions and negotiations of HR policies with internal clients.
- (e) Contribute, as requested, to the management of the knowledge-sharing process in LEG, especially related the maintenance of the legal knowledge-sharing tool/database which includes the collection of relevant information, its classification and storage.
- (f) Assist on the registration of international treaties (financing agreements and host country agreements) in the UN Treaty Registry.
- (g) Carry out other assignments as may be requested by their supervisors.

**KEY PERFORMANCE INDICATORS**

<b>Expected Outputs (please include any travel if applicable):</b>	<b>Required Completion Date:</b>
1. Deliver prepared legal documentation in a timely manner; 2. Provide information on research requests as per deadlines set; 3. Report, if requested, on discussions and negotiations attended.	

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: .....