

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

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 and private entities;
- (b) Assist in the review and preparation of documentation regarding IFAD 2.0, including Private Sector Framework, ASAP + and agreements to transfer financing under this framework.
- (c) Assist with researching and drafting legal advice on various issues, including, compliance of project designs within IFAD's legal framework, credit rating assessments, and financial and treasury related matters.
- (d) Attend, as an observer, discussions and negotiations of loans and grants with representatives of IFAD's borrowers, recipients, donors, cooperating institutions and internal stakeholders.
- (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) Carry out other assignments as may be requested by their supervisors.

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):	Required Completion Date:
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: