# 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:** | **Investigations/Audit** | |
| **Expected Start Date of Assignment:** | **1 March 2019** | |
| **Expected End Date of Assignment:** | **31 August 2019** | |
| **Total number of working days *(max. 240 in a 12-month period)*:** | **120 working days** | |
| **Division/Department:** | **Office of Audit and Oversight** | |
| **Location:** | **IFAD HQ, Rome, Italy** | |
| **Reports to (name and title):** | **Sangwoo Kim, Investigation Manager/ Deidre Walker, Audit Manager** | |
| **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 anti-corruption activities. In particular, the incumbent’s responsibilities will include:   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.   Assist AUO's anti-corruption outreach activities, including assisting to devise effective anti-corruption tools and materials.   * Assist AUO's audit section, under the supervision of the AUO Audit Manager, in execution of it 2019 Audit Work plan including the execution of specific audit tests or analyses, data collection, and analytical review of records and reports. * Provide support to the Audit Team members as may be requested, including preparing working papers, and summarizing audit procedures performed and results, for review by the Audit Manager. | | | |
| **KEY PERFORMANCE INDICATORS** | | | |
| Expected Outputs (please include any travel if applicable): | | Required Completion Date: | |
|  The output reports are required to be well drafted with minor editing, succinct and supported by relevant evidence.   * Completion of agreed tasks concerning audit assignments as per approved work plan, 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. | | Ongoing | |

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:……………………….