

Terms of Reference for Consultants and other persons hired by IFAD under a non-staff contract

Consultant <input type="checkbox"/> · Intern <input checked="" type="checkbox"/> · Fellow <input type="checkbox"/> · Conference Service <input type="checkbox"/>
Full Name:
Specialization: TRE Portfolio Planning internship
Expected Start Date of Assignment: 01 June 2018
Expected End Date of Assignment: 30 November 2018
Total number of working days (max. 240 in a 12-month period): 125 days (approximate)
Division/Department: TRE
Location: HQ
Reports to (name and title): Senior Finance Specialist, Portfolio Planning
GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED <p>The Financial Operations Department (FOD) is tasked with managing IFAD's financial resources proactively and making them available as needed for the Fund's programme of work and budget. As one of the components of FOD, the Treasury Services Division's (TRE) mandate is to:</p> <ul style="list-style-type: none"> • Safeguard IFAD's resources through management of investment and cash operations with the aim to preserve capital and maximise returns within the provisions of IFAD's Financial Regulations; • Formulate and implement investment and cash operations strategies and policies; • Ensure prompt availability of cash for IFAD operations through prudent liquidity management; • Oversee the integrity of the Fund's daily investment and cash operations in line with corporate risk management standards and manage the investments and cash of extra budgetary funds, hosted entities and trust funds. <p>The Portfolio Planning (PPL) team is responsible for strategic portfolio and liquidity planning and effective oversight of externally managed portfolios. The Finance Specialist will be committed to the delivery of assigned objectives and activities and keep abreast of related industry developments and skills required to respond to the divisional work plan and results. Its operations revolve around:</p> <ul style="list-style-type: none"> • Formulating strategies and approaches for optimising the management of IFAD's investment portfolio and liquidity requirements; • Defining IFAD's investment policy and investment guidelines to ensure alignment and compliance with IFAD's investment goals and adequacy in light of changing financial and market conditions; • Managing and developing Treasury's database to facilitate more detailed short term cash flow projections, assumptions and managing the pre-Trade Compliance functionality. <p>The PPL intern will work under the overall strategic, policy and management guidance of the Treasurer and direct supervision of PPL Team Leader, and will primarily assist the Treasury Systems Officer and Resource Modelling Officer.</p>
Expected Activities: <p>The PPL Intern will assist Treasury Systems Officer with the production of the investment portfolio performance reports and the Resource Modelling Officer in the production of the financial model for IFAD's program of loan and grants. Duties the intern will be expected to assist in:</p> <ul style="list-style-type: none"> • Maintain databases • Verify and analyse data • Analyse performance reports • Create and maintain excel spreadsheets • Perform reconciliations • Create and format presentations • Any other related tasks as requested

KEY PERFORMANCE INDICATORS

The key performance indicators at this level include accurate performance of assigned finance operations, technical quality in terms of both substantive depth and adaptive relevance to client needs and customer service approach to problem resolution.

Expected Outputs (please include any travel if applicable):

Assist in performance reporting
Assist in financial modelling
Special projects

Required Completion Date:

On-going
On-going
As required