TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2025 - 2026 SEOUL NATIONAL UNIVERSITY PROGRAM

**GENERAL INFORMATION**

**Post Title: Partnership and Advocacy Intern**

**Host Organization: IFAD**

**Host Department/Division: Global Engagement, Partnership and Resource Mobilization Division (GPR), External Relations Department (ERD)**

**Duty Station: In presence** / Home-based / etc.

**\***subject to change according to world-wide COVID-19 situation

**Expected Places of Travel: Yokohama, Japan**

**Duration: Six months**

**Expected Start Date: 1 Sep 2025 – 28 Feb 2026**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# \* Example: Project management/Planning/Marketing/HR/Finance&Accounting/eduction/Information technology (data analysis, survey, etc.)/Agricultural production/etc.

# Partnership building, advocacy, event planning and execution, research, data analysis, reporting, presentation

# Specific Description:

# The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national, and international level for policies that contribute to rural transformation.

# The External Relations Department (ERD) leads IFAD’s external engagement through public and political advocacy, global policy engagement, partnership building, resource mobilization and strategic communications. ERD also leads IFAD’s Replenishment, which is the process through which IFAD mobilizes core funding from Member States and agrees on priorities and targets for the Fund’s work during each three-year replenishment period. ERD is led by an Associate Vice President and is comprised of two divisions: Global Engagement Partnership and Resource Mobilization Division (GPR) and the Communications Division (COM), and one initiative: The Food Systems Coordination (FSC).

# The Global Engagement, Partnership and Resource Mobilization (GPR) Division has a specific focus on global policy engagement, partnerships (including with Member States and bilateral and multilateral organizations), and on driving the resource mobilization efforts with traditional and non-traditional donors and partners.

# Within this framework, the GPR Division addresses three main functions:

# (i) Global engagement and multilateral relations;

# (ii) Strategic partnerships; and

# (iii) Replenishment and resource mobilization, including supplementary funds and blended finance.

# The mission of GPR is to enhance IFAD's contribution to inclusive and sustainable rural transformation and Agenda 2030 through strengthening global engagement, partnerships and resources mobilization.

# GPR has four decentralized Liaison Offices, one of which is the Japan Liaison Office (JLO) with based in Yokohama, Japan, overseeing IFAD’s partnerships with the Republic of Korea, Japan and New Zealand.

# Under the overall supervision of IFAD’s Japan Liaison Office Representative in Yokohama, the Partnership and Advocacy Intern will:

# • Support day-to-day communication with the Member States – especially the Republic of Korea – and other partners in the Member States (e.g., politicians, corporations, foundations, philanthropic entities);

# • Conduct research on development cooperation and strategic priorities of the Member States, as well as on potential partners in the countries (e.g., politicians, corporations, foundations, philanthropic entities) and contributes to the development/implementation of Country Engagement Strategies;

# • Develop briefs and talking points in view of Senior Management’s official travels, meetings and participation in high-level events;

# • Plan and support execute events, such as workshops and conferences, to increase IFAD's visibility and profile in the Republic of Korea, Japan and New Zealand;

# • Provide other support on tasks relating to global engagement, partnership and resource mobilization as required.

# EXPECTED DURATION OF ASSIGNMENT

**Six months (1 Sep 2025 – 28 Feb 2026)**

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Be enrolled in an accredited university or graduate school, have completed at least two years of undergraduate studies and have attended courses in the last 24 months; or have completed university studies at an undergraduate or postgraduate level within the last 24 months.

# EXPERIENCE

* Previous internship with international organizations, as well as public institutions and/or financial institutions in the Republic of Korea (e.g., government, KOICA, KEXIM) is an asset.

# LANGUAGE

* Be fluent in English and Korean. Knowledge of another IFAD official language (Arabic, French or Spanish) and/or Japanese is an asset.

**FUNCTIONAL COMPETENCIES**

* **Building relationships and partnerships**: Builds and maintains effective working relationships
* **Communications skills**: Outstanding written and verbal communication skills, the ability to set out a coherent argument in English (preferably in Korean and/or Japanese as well) in presentations and group interactions.
* **Knowledge**: Excellent working knowledge of Microsoft packages and electronic communication.

**CORE COMPETENCIES**

* **Learning, sharing knowledge and innovating**: Continuously seeks to learn, shares knowledge and innovates
* **Focusing on clients**: Focuses on clients
* **Managing time, resources and information**: Manages own time, information and resources effectively
* **Teamwork**: Contributes effectively to the team
* **Communicating and negotiating**: Communicates effectively: creates understanding between self and others