

MEMO

DATE: 15 October 2015

SUBJECT: Terms of Reference – Regular Internship Programme

Under the supervision of the Country Programme Manager, the assignment will be as follows:

Objective:

The main internship's objective is to produce communication tools for the IFAD cluster. The intern will be required to realize several case studies on strategic themes, success-stories, articles and to participate to other communication works (publication, social media). The intern will be also required to participate to the set-up of standard procedures for the cluster.

Expected methodology:

The first stage will consist in a global approach of the projects supported by IFAD in the cluster. This will include analyzing the relevance of the projects with regard to IFAD's strategic objectives, as per the Country Strategic Opportunities Programme (COSOP).

In a second stage, the intern will focus on the writing of case studies, success-stories and articles. Finally, the intern will also animate social networks like the South East Asia Hub Facebook account by posting articles and answering comments. The intern will also post article and update information on the IFAD Asia website (www.IFADAsia.org).

Expected Outputs and Products:

The intern will be responsible for producing at least a case study per month on a topic defined in consultation with the Country Programme Manager. Each case study will follow the same methodology in five phases: preparatory phase, field work, drafting, revisions and suggestions to improve product quality, and finally publication / broadcast.

The intern will be responsible for producing articles and success-stories.

The intern will be responsible for the animation of the South East Asia Hub Facebook account.

The intern will be responsible for updating information and posting articles on the IFAD Asia website.

Products specifications:

- Section (2-3 pages): a newspaper article in Word format to promote the case study in journalistic style;
- Case study (10-15 pages): according to the academic style document will be detailed and supported by tables, graphs and pictures;
- Power Point Presentation (10 to 15 slides). This presentation aimed at a wider audience. It will contain short texts and will be illustrated with photos, graphs and maps. The notes for the presenter will be included.
- Video (5-7 min) (if any)

Review, quality control and editing

All documents relating to the case study will be sent in one email to all the reviewers (CPM, M&E Officer and the country team) the same day. This review aims to provide comments and recommendations to improve the quality of documents. Once finalized, the documents will be edited and translated.

Distribution

All completed studies will be publicly available on the IFADAsia website (www.IFADAsia.org), and may be valued by IFAD. Selected papers will be published in the press (newspaper and magazines) local, national and / or international. The PowerPoint presentation and video will be used in national and international workshops as required.

Period: 2 to 4 months from. During the stay in Vietnam the intern will be attached to the IFAD Hub office and support by IFAD Country Programme Manager.

Location: the intern is based in Hanoi. Possible travels in Vietnam and in the region (Laos, Cambodia, Thailand, Myanmar, Philippines).