TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2025 - 2026 SEOUL NATIONAL UNIVERSITY PROGRAM

**GENERAL INFORMATION**

**Post Title:** Recruitment of 2025 - 2026 SNU interns

**Host Organization: IFAD**

**Host Department/Division: Office of the General Counsel (LEG)**

**Duty Station:** IFAD HQ (in-presence only)

**Expected Places of Travel:** None

**Duration:** Six months

**Expected Start Date: Jan/Feb 2026 – June/July 2026**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment: Legal

# Specific Description: Under the overall supervision of the General Counsel and the direct supervision of a designated Counsel, the intern will perform the following duties:

# Assist in preparation of legal documentation such as loan and grant agreements and cooperation agreements with inter-governmental and non-governmental organisations;

# Draft/review, negotiate, advise on financing and grant agreements relating to IFAD’s sovereign and non-sovereign operations, including loans and grants, supplementary funds and climate finance with IFAD stakeholders such as with Member states, not for profit and for-profit entities, including amendments to and legal interpretation of said agreements;

# Assist in research and preparation of legal opinions on all issues;

# Attend, as an observer, discussions and negotiations of loans and grants with representatives of IFAD's borrowers, recipients, donors and cooperating institutions; and

# 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.

# Key Performance Indicators:

# Deliver prepared legal documentation in a timely manner;

# Provide information on research requests as per deadlines set;

# Report, on discussions and negotiations attended.

# EXPECTED DURATION OF ASSIGNMENT

* Six months

# QUALIFICATION/EXPERIENCE

The successful offeror meets the following minimum criteria:

# EDUCATION

* Be enrolled in a WHED-accredited university (Bachelor of Laws or Juris Doctor only), have attended courses in the last 12 months, and have completed at least two years of

undergraduate studies when joining IFAD through the Programme; or

* have completed their university studies (Bachelor of Laws or Juris Doctor only), at an accredited WHED university at the undergraduate or postgraduate level within the last 12 months.

# EXPERIENCE

* No professional experience required

# LANGUAGE(S)

* Mandatory: Advanced knowledge of English
* Desirable: Intermediate knowledge of French and/or Spanish and/or Arabic

**FUNCTIONAL COMPETENCIES**

* Not applicable

**CORE COMPETENCIES**

* Not applicable