

**Internship Report on**  
**“Administrative and Communication process at International**  
**Fund for Agricultural Development”**

**Course Name: Internship**

**Course Code: BTM-4800**

**Submitted To**

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# **Administration and Communication at IFAD**



submitted to

## **Islamic University of Technology**

**in partial fulfillment of the requirements for the degree of  
BBA in Business and Technology Management (BTMwant**

**Submitted by:**

**I understand that my final report will become part of the permanent collection of the Islamic University of Technology BBA in Business and Technology Management Program. My signature below authorizes release of my final report to any reader upon request.**

**Saiyara Shabbir**

**ID- 170061034**

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## **Acknowledgement**

This report was the result of many people's tireless efforts and support. I am grateful to each and every one of them for providing me with the support and direction that enabled me to complete this report. Firstly, I would like to express my gratitude to Allah for providing me with the ability to do so, patience, and resilience to carry out my responsibilities as an intern at International Fund for Agricultural Development, which is the focus of this report.

Secondly, I want to express my gratitude to Shobnom Munira miss, Assistant Professor at the Business and Technology Management department, for his unwavering support and advice throughout my internship. Mam has managed to assist me in drafting my report despite his hectic schedule and has been really patient throughout.

Thirdly, I am grateful to the entire BTM department for working tirelessly to make the internship program a success for myself and my classmates. They were the ones who ensured that theoretical knowledge and first-hand corporate experience could be combined. Finally, I want to thank my family for assisting me in remaining strong and healthy throughout the entire period. I would also like to thank my coworkers for guiding me with helpful recommendations and guidance, as well as for motivating me. I must add emphasize the welcoming and supportive environment, which assisted me in overcoming numerous challenges

## LETTER OF TRANSMITTAL

Date: 25<sup>th</sup> April, 2022,

Shobnom Munira  
Assistant Professor  
Business and Technology Management  
Islamic University of Technology

**Subject: Submission of Internship Report.**

Respected Sir,

I hereby submit the Internship report titled “A Study of the Administration and Communication at International Fund for Agricultural Development” which is a part of the internship program. Working under your direct supervision was a significant personal accomplishment for me.

The following report is my best effort to portray the current state of our firm and to reflect on my own personal observation while working for the organization. The chance to work at IFAD has provided a door to a world of possibilities for learning about the international arena and personal development. It was an honor to work there and to meet the deadlines under your direction. I will be ready for any clarification if necessary.

I will be highly obliged if you kindly accept this report any provide me with any kind of expert judgement or feedback you may have. If you consider this study helpful or beneficial in any way, it would be a big success for me.

Sincerely Yours

.....

Saiyara Shabbir  
ID: 170061034  
Business and Technology Management ,  
Islamic University of Technology.

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## EXECUTIVE SUMMARY

The report is an attempt of summarizing the 3-month long internship program designed for me to gain practical professional experience. The report provides details of my experience as in Administration and Communication Intern at International Fund for Agricultural Development. The internship helped me learn about the practical situation of a company. This provided me with the opportunity to practically observe the growth, possibility of the developmental sectors evolve in Bangladesh. Apart from this, the opportunity also added to my experience of working within an international area which not only aided my professional experience but also helped me achieve personal growth. This has undoubtedly influenced my career plan to a great extent. It helped me realize where I have the scope to grown, learn and contribute.

International Fund for Agricultural Development (IFAD) is continuously investing for rural development. It also gives farmers the tools they need to enhance their food security along with their families' nutrition. It enables people to create resistance, enable their business to expand, and make them to take control of their every growth.

The report focuses on the overall practices taken up to operate the organization and ensure smooth and seamless management. However, there are several fields which require attention on part of the administrations. The outcome of the internship is mentioned in detail in the following part of the report. By being familiar with the entire organization, there are several recommendations that come to my mind which I believe will bring positive outcome for this organization.

# **INTRODUCTION**

## Chapter 1-Introduction

This study is a requirement for my 8th semester internship course, Internship 4800. The purpose of this paper is to provide my analysis on my three months of working experience in a business culture. As a final semester student in the Business and Technology Department, I am required to do a three-month internship for nine credit points. As part of this course, I conducted a three-month internship in the Administration and Communication Department of International Fund for Agricultural Development in preparation for graduation in this subject. This program aided us in integrating academic information into a real work setting, hence improving the students' performance and reliability.

IFAD is an international financial institution. It is a special agency of United Nations which is basically situated in Rome. Since 1978, it has provided US\$23.2 billion in grants and also low-interest loans in different low-income countries. These grants are used in many major projects and it actually has reached 518 million people approximately. Bangladesh is also the largest portfolio of IFAD. Already 7 projects are running under this IFAD Bangladesh country office.

My supervisor was Arnoud Hameleers, Country Director during internship tenure of mine. He clearly done the mentorship part accurately, he has personally taught me many things along with weekly meeting with me regarding my progress. Additionally, this training assisted us much in gaining an understanding of an organization's environment. In everyday life, we put our theoretical concepts to use. Theoretical information is only useful if it is used in real life, and for this purpose, this internship program helped a lot. Also project management tools are used and I learnt many project management insights from him.

The report will concentrate on the developmental units within the organization where I interned, my tasks and obligations as an intern, and an assessment of the lessons learned during the process. The program benefited me in several ways. Through this internship, I believe that this learning will helps me a lot in the upcoming career life.

## **1.1 Historical Background**

The International Fund for Agricultural Development (IFAD) was the major outcome of the 1974 World Food Conference.

In early 1970, when there were food shortages and these led to malnutrition, United Nations primarily organized a conference. This food shortage was primarily become widespread in the Sahelian countries of Africa.

Food insecurity and famine were recognized by world leaders as structural challenges related to poverty, rather than failures in food production. This was exacerbated by the fact that the bulk of the poor people in the developing countries lived in rural areas.

In response to this challenge, an International Fund for Development was established immediately to finance agricultural development projects. This was established primarily for the food productions in the developing countries

IFAD was set up as an international financial institution in 1977 after three years of the Rome conference. From then to now it has millions of people through different projects.

## **1.2 Origin of the Internship Report**

The Islamic University of Technology's internship program is a requirement for students of Business and Technology Management to complete their undergraduate degree. The primary goal of this program is to introduce the first batch of BTM department graduates to the job market and the corporate world. BTM department's goal is to expose its students to the practical and working world. It also encourages many extra-curricular activities. Because the students are already familiar with the theoretical concepts of the business world, the internship program was designed to allow them to apply the theory to the reality of the world and gain professional experience. The real hurdle here is to apply theoretical knowledge to real-world concepts and experiences.

## 1.3 Objective of the Internship Report

Generic Objectives: During this three month internship, the main goal was to gain an understanding of the operations of this organization's objectives and how they work to achieve their objectives. The program can be described as an undergraduate student's understudy of the corporate world. This report describes the activities I took part in during my internship. The purpose of this report is to demonstrate my comprehension of the work completed as well as the experience gained during the internship program. I actually took part in their interview session and it was held via zoom. All the judges were foreigners and they asked me many diverse questions. After 2 rounds of interview, I got selected as an intern from 60 candidates. It is a comparison of activities and learning with the goal of determining my learning yield in the organization.

Specific Objectives:

- Outline my duties and responsibilities as an intern.
- To depict the organization's overall condition.
- Obtaining information about the overall administration processes of their office.
- Gain knowledge about project management

## 1.4 Methodology Used

I gathered information and insights from both primary and secondary sources while preparing this internship report.

**Primary Sources:** A large portion of the report is devoted to describing the data gathered through primary research. The majority of the major components and insights reported were obtained through face-to-face conversations with the company's employees and workers.

Information Sources:

- Official employees of the company.
- The notes I maintained throughout the internship period.

**Secondary Sources:** While primary research constitutes the majority of this report, a significant amount of the information presented in the report was gathered from secondary sources. Several sources were used as secondary sources of information for my report.

- Company Website.
- Google search engine.
- Research papers
- Project reports

# **COMPANY OVERVIEW**

## Chapter 2- Company Overview

The Asian region has seen many economic transformations and enduring challenges. Because income inequality is expanding in this region, poverty is becoming a more rural and intense reality. Climate change, malnutrition, and the erosion of Bangladesh's productive resource base are the key issues. The International Fund for Agricultural Development is devoted to resolving this issue.

International Fund for Agricultural Development (IFAD) is continuously investing for rural development. It also gives farmers the tools they need to enhance their food security along with their families' nutrition. It enables people to create resistance, enable their business to expand, and make them to take control of their every growth.

IFAD is an international financial institution. It is a special agency of United Nations which is basically situated in Rome. Since 1978, it has provided US\$23.2 billion in grants and also low-interest loans in different low-income countries. These grants are used in many major projects and it actually has reached an 518 million people approximately.

### **Mission-**

IFAD is global development organization and it's core focus is on transforming agriculture, food systems and rural economies. It's mission is to-

- Increase productivity rate
- Access to markets
- Create jobs
- Rural economic growth
- Improve food and nutrition security
- Build resilience to climate change
- Manage the natural resource
- Strengthen people voice

IFAD helps to strengthen policies by promoting innovation. It also works with governments, private sectors, development partners to respond to the challenges in most the countries.

### Strategic Framework-

IFAD’s Strategic Framework 2016-2025- In coming decades, IFAD will play a vital role for the sustainable transformation of rural areas. This framework outlines that it will play in 3 ways

- Better- by enhancing the quality of rural development initiatives
- Smarter- by sharpening results in a cost-effective manner

### Organizational Profile



Three strategic goals are outlined in this framework:

- Increasement of the benefits of the participator
- Strengthening sustainability by the climate resilience of economic activities.

Name of Organization	International Fund for Agricultural Development
Year of Establishment	1977
IFAD Dhaka Office Address	Road 113, House 41/A, Gulshan 2
Head Quarter	Rome, Italy
Telephone	+39-0654591
Website	<a href="https://www.ifad.org/en/">https://www.ifad.org/en/</a>
Bangladesh Country Director	Arnoud Hameleers

- Increase of more capacity for the poor rural people

## 2.1 Projects

### **1.Char Development and Settlement Project IV Additional Financing-**

The project's purpose is to alleviate poverty and hunger among the underprivileged who live in recently accreted coastal chars. The project benefits the entire project chars population, which is expected to be 155,000 individuals in 28,000 homes. The International Fund for Agricultural Development (IFAD) provided a loan of US\$47.30.

Secure land titles have been provided by the Ministry of Land to over 10,000 households who previously had no legal title to their land. The size of houses has increased by over 70%, and the proportion of houses with solid materials (brick, concrete, tin sheet) for walls and roofs has increased by multiple times. These houses are much more resilient in extreme weather events.

Water supply and sanitation: CDSP IV installed over 1475 deep tube wells for drinking water. As a result of the sanitation programmes, the proportion of households with hygienic latrines has increased from 6% to 98%, and this, together with better hygiene practices, has resulted an enormous improvement in health.

Agricultural support has been provided by the Department of Agricultural Extension (DAE), working with 90 Farmer's Forums with 5,400 members. There has been a remarkable increase in production of vegetables in the field (largely via integrated vegetable and fish systems) and on homestead plots. Milk production has more than doubled, and with 70% more milk being consumed at home. The proportion of households cultivating fish has increased.

Social and livelihood support has been provided by four partner non-governmental organizations (NGOs) – Building Resources Across Communities (BRAC), Samakal Samaj Unnayan Sangstha (SSUS), Dwip Unnayan Songstha (DUS) and Society for Development Initiatives (Beugelsdijk, Maseland, & Hoorn) NGOs have supported homestead vegetable plots, livestock, poultry and aquaculture. Almost 80% of households have savings with an

average value of Tk15,000 for these households. Although there has been a fall in the share of income from the farm sector, this fall has been much greater in the previous phases of CDSP - showing how income from farming has increased in CDSP IV. The value of household assets has increased by over seven times.

## **2.Haor Infrastructure and Livelihood Improvement Project – Climate Adaptation and Livelihood Protection**

The goal of this project is to contribute to the reduction of poverty in the Haor Basin. HILIP/CALIP is being implemented in the five Haor districts in the Sylhet Basin of Netrokona, Habiganj, Brahmanbaria, Kishoreganj and Sunamganj. a IFAD has granted US\$1.0 million.

HILIP/CALIP offers opportunities to benefit from improved infrastructure and economic opportunities to poor rural households in these five Haor districts. It combines interventions in road infrastructure, capacity-building, improved modern technology and access of markets. Improved infrastructure reduces transportation time and costs, while increasing the volume of marketed goods. The project promotes increased fish yields and biodiversity in water bodies, enhances the productivity of smallholder farms and reduces their vulnerability to adverse weather conditions. Improved infrastructure eases access to health centers and schools. The project is scaling up new and proven climate change adaptation innovations to enhance capacity and knowledge for building resilience in the communities.

## **3.National Agricultural Technology Programme**

The National Agricultural Technology Program (NATP) aims to improve agricultural technology development and assist the development of the agriculture, fishery, and livestock sectors in order to enhance income and alleviate severe poverty and hunger. It encompasses Bangladesh's 57 districts and agroecological zones. The project directly benefits over one million farming households. Smallholder farmers, particularly tiny, marginal, and landless farmers, are the major target group for NATP, in accordance with government goals and strategies.

A focus on gender mainstreaming ensures a significant proportion female beneficiary. Up to three million farmers in the project area are expected to benefit from the project's improved extension services, stronger linkages with research, on-farm demonstrations of new technologies, capacity enhancement through training and skills development, as well as co-funding productive assets.

#### **4.Promoting Agricultural Commercialization and Enterprises (PACE)**

This project enhances the livelihoods. These livelihoods include-

- self- employment opportunity
- business profit through sustainable manner.

Apart from providing financial services to the microentrepreneurs, the project provides value chain and technology transfer supports to microentrepreneurs for the promotion of potential farm and non-farm economic enterprises. PACE project has been contributing significantly to increasing productivity of the microenterprises and expanding their markets. The project is implemented nationally and directly reach 452,000 households.

The main benefits of the project are to: (i) increase sales by expanding business; (ii) enhance productivity thanks to the adoption of technologies and business management practices; (iii) increase incomes of microentrepreneurs and other value chain actors; (iv) increase skill levels of workers and sustainable services

#### **5.Promoting Resilience of Vulnerable through Access to Infrastructure, Improved Skills and Information (PROVATi)**

PROVATi (Promoting Vulnerability through Access to Infrastructure, Improved Skills, and Information) aims to create "sustainable livelihoods for poor households and smallholders in 25 Upazilas."

Through proposed infrastructure improvements and a flood information system, PROVATi3 will encompass 303,000 households (about 45 percent of the entire population) in six districts.

The intended recipients include

- poor women and men
- marginal and small farmers
- traders and shop owners in the markets
- micro-entrepreneurs

IFAD will be providing US\$ 63.25 million as loan.

### **6.Rural Microenterprise Transformation Project (RMTP)**

The six-year (2020-2025) project's development goal is to ensure the long-term expansion of chosen rural commodities value chains with comparative advantage, market demand, growth potential, and backward connections to small farmers and micro-entrepreneurs.

Small farmers and micro-entrepreneurs are the target groups for this programme. It aids all participants in the value chain.

- providers of inputs
- merchants
- processors
- advice services

The project directly benefits an estimated 445,000 families. Microenterprise borrowers account for 100,000 of the overall beneficiaries, while value chain development initiatives help 345,000. These advantages include:

- financial and social service delivery
- improved technical capacities of livestock professionals
- food safety in the project area
- improved animal health
- expansion of rural businesses.

## **7.Smallholder Agricultural Competitiveness Project (SACP)**

The goal of the Smallholder Agricultural Competitiveness Project (SACP) is to contribute smallholders' from agriculture's responsiveness and competitiveness.

The project will give

- technical training
- access to finance.

Not only this, this project will create an entry point by a farmer group to improve production and support the development in supply chain in the project areas. This project will also focus

- Agriculture competitiveness strengthening
- Technical support sustainably
- market opportunities by linking to research and extension program
- create
- stakeholder platforms

## **2.2 Main Topics**

### **Crops-**

IFAD-supported projects that assist farmers enhance yields include improved soil and pest management, fertilizer application, access to higher-quality seeds, and other improved agricultural practices. Farmers' access to input and output markets, as well as rural financial services that allow them to invest in their farms, is improved through our projects. They also strengthen farmer organizations' institutional capacities to respond to the demands of their members while also ensuring that natural resources are protected and long-term growth is achieved.

**Climate Change-**The International Fund for Agricultural Development (IFAD) promotes ecosystem-based agricultural development. It assists farmers and fishers in adapting to the

consequences of climate change. The International Fund for Agricultural Development's (IFAD) Adaptation for Smallholder Agriculture Programme is the world's largest climate adaptation program for smallholder farmers. By channeling climate and environmental finance to smallholder farmers, IFAD helps them reduce poverty, improve biodiversity, increase yields, and reduce greenhouse gas emissions. The International Fund for Agricultural Development (IFAD) also serves as an implementing agency for the Global Environment Facility (GEF).

### **Livestock-**

IFAD assists small farmers in getting the most out of their livestock by ensuring animal health, enhancing production and sustainability, and providing farmers with market access. IFAD-funded projects include technology transfer, training, restocking credit, animal health care delivery, feed and breed enhancement, and best husbandry practices. As a result of our initiatives, smallholder producers and pastoralists see an improvement in the value of their cattle. IFAD has developed number of tools and processes to assist us in improving the design and implementation of our livestock projects over time. We work closely with governments and partners to scale up successful livestock initiatives so that they can serve a larger number of smallholders and improve farm-level production systems.

### **Market access and value chain-**

IFAD's major objective is to increase market access for disadvantaged rural populations. Over time, the percentage of IFAD-supported programs that include market access efforts has increased significantly.



*Figure 1- Market Access*

Small farmers can sell their produce more, greater quality, and at higher prices with better access to domestic and international markets. As a result, farmers are more likely to invest in their own enterprises, increasing the number, quality, and variety of items they produce.

### **Nutrition-**

The work of the International Fund for Agricultural Development (IFAD) is focused on improving food security through better food production systems. The programs are designed with nutrition and gender in mind, assisting rural people in improving their diets by growing and



*Figure 2- Nutritious vegetables*

consuming a variety of healthy, safe, and affordable foods. That address malnutrition, we use unique food-based initiatives to combine our solid technical expertise with investments in nutrition- and gender-sensitive agriculture. We support initiatives that transform food systems and increase nutrition security by funding nutritional education and supporting actions that reshape food systems.

**Worldwide Operation-** IFAD has 177 Member States from all over the world, including developing, medium, and high-income countries committed to ending poverty in rural areas.

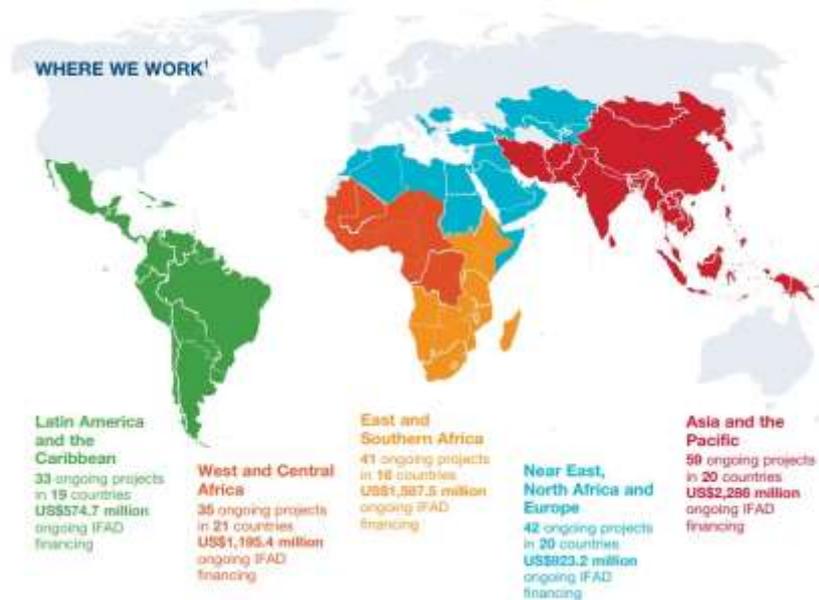


Figure 3- worldwide operation

## 2.3 Company Analysis

### Competitive Analysis Porter's 5 forces model-

For this part of the study, I have compared the competitive and operational landscape of the organization to determine the forces outside of the organization that may affect the system. This will give an overview of the environment in which the organization operates.



Figure 4- Five forces model

<b>Threat of new entrants</b>	Low to Moderate	<ul style="list-style-type: none"> <li>● Requirement of large amount of capital.</li> <li>● High machinery cost</li> </ul>
<b>Bargaining power of Buyers</b>	Moderate to High	<ul style="list-style-type: none"> <li>● Highly concentrated beneficiary</li> <li>● Wide operative scale</li> <li>● Low cost of switching</li> </ul>
<b>Substitute Product</b>	Low	<ul style="list-style-type: none"> <li>● Project required products</li> <li>● High cost of switching quality</li> <li>● Lower points of differentiation</li> </ul>
<b>Bargaining Power of supplier</b>	High	<ul style="list-style-type: none"> <li>● Scarcity of supplier-like vendors in the market</li> <li>● Increased no. of vendors in this sector</li> <li>● High supplier switching cost</li> </ul>
<b>Competitive Rivalry</b>	Low	<ul style="list-style-type: none"> <li>● Amenable growth of each organization</li> <li>● Small growth rate of local market</li> </ul>

**SWOT Analysis:** SWOT Analysis is one of the best ways to evaluate the strength of the company to operate in the market along with the opportunities for company growth as well as weaknesses and threats. Through this analysis I have tried my best to reflect on the current situation of the company. The major Strengths, Weakness, Opportunities and Threats of IFAD are as under:

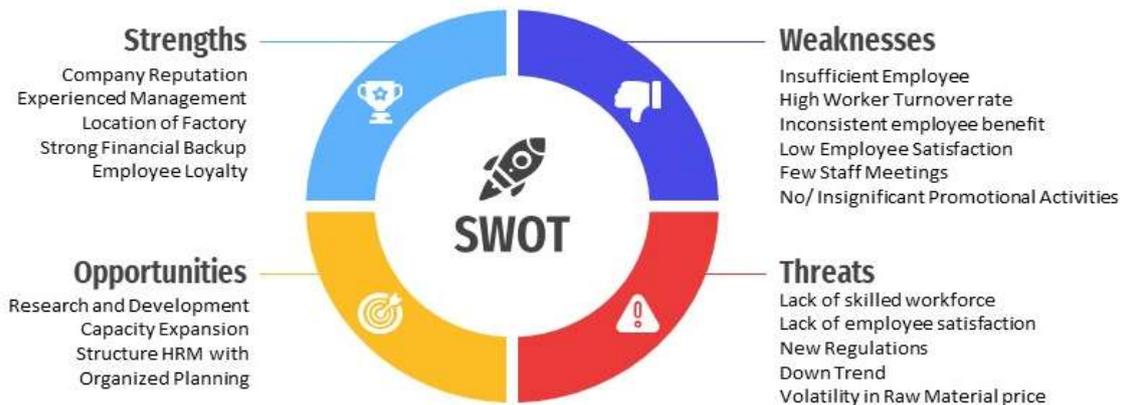


Figure 5- SWOT analysis

**Strengths of IFAD:**

**Company Reputation:** IFAD is a special agency of United Nations which is basically situated in Rome. Since 1978, it has provided US\$23.2 billion in grants and also low-interest loans in different low-income countries.

**Experienced Management:**

The top management of the organization is also a major strength for the IFAD and contributed heavily towards the growth and development of the house. The top project management officials all have had reputed of skill and experience.

**Strong Financial Backup:**

Being an international organization, IFAD has strong financial resources to back up their projects to be run properly without any disruption.

**Employee Loyalty:**The employees of IFAD are loyal and devoted towards the growth of the organization. This supports the organization to operate even under grave situations.

### **Weaknesses of IFAD:**

#### **Insufficient Employee:**

There is insufficient employee to continue a smooth operation. For lack of sufficient employee, workload for each employee increases which generally is the cause of reduced productivity and quality outcome.

#### **Inconsistent employee benefit:**

Inconsistency in terms of Service rule and employee benefit compared to others organizations in the developmental sectors.

### **Opportunities for IFAD:**

#### **Research and Development:**

IFAF has much scope to invest in research and development which may be able to run projects smoothly.

#### **Project Expansion:**

The company has much scope to expand projects within its premises because they get funding.

#### **Structured administration:**

By planning an organized system of administration management, the organization can create a stronger position in this developmental sector.

### **Threats for IFAD:**

#### **Lack of employee satisfaction:**

The employee satisfaction rate at IFAD is low because of no incentives or rewards.

#### **Low Funding**

For proper administration and projects funding is needed which is low.

#### **Improper communication with beneficiary**

Because of different country employees they face problem to communicate with local people.



# INDUSTRY ANALYSIS

## Chapter 3 Industry Analysis

**Industry Size-** IFAD is involved in over 200 programs in more than 100 countries. It provides funds and supports efforts to improve land and water management, technology education for farmers, rural infrastructure development, and climate change resilience.

The Organization of Petroleum Exporting Countries (OPEC) and members of the Organization for Economic Cooperation and Development (OECD) interact with the International Fund for Agricultural Development (IFAD), which has 177 member countries (OECD). It has granted

US\$22.4 billion in loans and grants since 1977, in addition to coordinating US\$31 billion in international and domestic co-financing.

### **Yearly Growth trend-**

In every year, there comes a situation where IFAD had to act fast to protect rural livelihoods and keep food systems functioning. In 2020, there were



*Figure 6-IFAD Financing*

IFAD's first restructured project was in Bosnia and Herzegovina which were by the end of March. It had provided support packages to 9,000 vulnerable households, including seedlings.

After that it partnered more with governments to reach more rural people and in April,

It launched the Rural Poor Stimulus Facility (RPSF). It provided US\$40 million to kick-start the RPSF and after that it raised over US\$50 million through contributions from developed countries. As the pandemic continues, the RPSF is assisting rural residents in staying economically afloat and contributing to the continued availability of food.

In end 2020, it has-

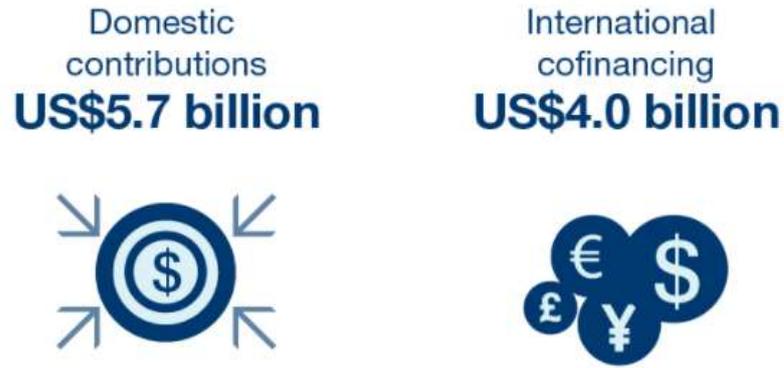


Figure 7- Cofinancing

It also expanded partnerships with indigenous peoples which was more than 10 times from start of 2020. There was also IFAD’s Fifth Global Meeting of the Indigenous Peoples’ Forum. It also piloted approaches for persons with disabilities

In starting of 2021, the share of IFAD staff in the field reached 32 per cent which was only 10 per cent during 2016-2018 period. More staff on the ground allows us to do more in terms of partnerships and policy engagement, as well as translate our global engagement activities into local action.

In end 2020, IFAD responded to covid

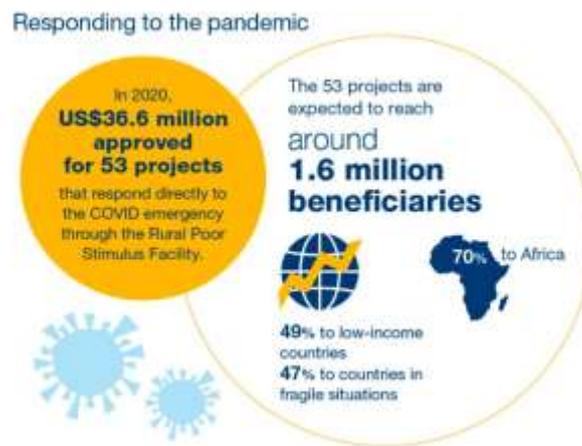


Figure 8- Project Beneficiary

### 3.1 Technological Factor-

Farmers' adoption of innovative technologies and practices is a key driver of increased agricultural productivity and income growth. Farmers will be able to increase their yields,

manage inputs more efficiently, adopt new crops and production systems, improve product quality, conserve natural resources, and adapt to climate challenges as a result of this.

**Biotechnology-** IFAD adopted techniques like marker-assisted selection and DNA fingerprinting which are widely used and transfer genes between species.

**Research Technology-** Government is repurposing current public agricultural support which provides a significant investing in agricultural higher education and providing conducive conditions for private sector. R&D are all opportunities to revive governmental agricultural research institutions.

**Improving Weather Risk Management using satellite-based technology-** Many climate related projects developed and tested an innovative satellite-based approach so that they can reduce drought index. These activities required data from the-ground weather station and they have the potential to push the industry's boundaries and have enormous scaling-up potential.

**Making biogas portable-** This is the Renewable technologies for a greener future. The biogas initiative has introduced two innovative models.

1. The first one is second-generation plastic bio digesters that generate methane from recycled livestock and agricultural waste.
2. The second one is portable biogas bottling.

These two innovations can provide resources and can give access to clean energy source. These can also be used for generating electricity. A secondary effect will be improved soil fertility through the use of discarded digester effluents. The use of discarded digester effluents will improve soil fertility as a byproduct.

## **3.2 Political and Legal concern**

IFAD assists rural people to strengthen their resilience, increase their agricultural productivity, market products more effectively both on- and off-farm. Policies need to favour rural development which is both inclusive and sustainable, otherwise rural people will be short-lived.

### **Informing national policies**

The policy engagement of IFAD is focused on both national and local government measures. They make rural change possible. IFAD primarily collaborates with governments and other local partners to identify rural development roadblocks. They create country-specific solutions based on this. They assist governments in implementing current policies and assessing their outcomes. Agricultural production services, as well as frameworks to empower smallholder farmers and rural businesses, are included in these programs. The goal of the International Fund for Agricultural Development (IFAD) is to enable rural transformation through economic modernisation while also benefiting the most marginalized populations and ensuring long-term climatic change in vulnerable conditions.

### **Sharing evidence globally**

IFAD engages with partners to extend best practice in global processes, platforms and events to understand and promote the policies.

From research to propagation IFAD is active in everything working with the United Nations, G20, the World Bank and International Monetary Fund and others.

Governments and agencies benefit from IFAD's expertise in development and finance initiatives, which allows them to scale up their influence.

Governments and other organizations benefit from IFAD's involvement in evaluating needs and executing policy. These will contribute to the end of hunger as well as rural prosperity and human growth.

## **3.3 Competitive Environment and Changes in the Competitive Environment**

Agriculture is likely to be characterized by:

- Global competition;

- Expansion of industrialized agriculture;
- Differentiated products production;
- Ecological agriculture;
- Formation of food supply chains;
- Increasing risk
- More diversity.

IFAD is adopting some changes-

- Scaling up E-learning
- Scaling up in agriculture and rural development
- Scaling up Asia and Pacific Region and learned from successful projects and move based on the lessons

IFAD's competitive advantage lies in targeting the poor and the vulnerable people. These people have little access to assets due to social exclusion and marginalization.

# DESCRIPTION OF MAIN DUTIES

## Chapter 4 Description of main duties

This section contains what I have learnt and delivered at the workplace of IFAD (INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT) as an Intern in my first month.

- I have undertaken a number of tasks, including administrative support on conducting low value procurements and processing payments through UNDP, assisting the KM and Communication activities by coordinating with project management units and sharing ideas on different communication activities, supporting the Video Production for the upcoming APR Regional Workshop etc.
- I have also undertaken a number of trainings in this time, which gave me an overview and insight on the organization's workplace culture.

Following are details about these tasks:

### **Administrative Support:**

- I have assisted the ICO in conducting low value procurement and processing payment through UNDP Bangladesh. Some of the works done through this process include periodic maintenance of IFAD Vehicle, processing of utility bills, reimbursement of petty cash etc. During this process, I have learned the basic concept of procurement, the requirements for conducting low value procurement, different steps of this process and the process of payment to vendors.
- Invoice- Drafting and preparing several invoices based on the contract. This invoice stores the detailed unit wise and total price of each type of product constituting the order.
- I have also supported the ICO in drafting the extension of the lease agreement which is now submitted to UNDP for further processing.

### **Knowledge Management-**

While working with my colleagues on KM I learnt that how IFAD communicate with the target audience and accomplish its development objectives. I also got to learn about the action plan of Knowledge management team that how they brainstorm for any project so that they can extract some ideas to capture the stories of the rural people.

Not only this, I also generated an initial idea of Youth photo contest for the Youth Day. In short, this idea is about a campaign, which will be promoted across the rural communities of Bangladesh, where the participants are invited to submit their photographs. A jury will verify eligibility of the participants and select the three best photos for each of the groups. The winner of the Youth Photo Contest will be awarded.

During this whole KM process, I learnt how to ask for any desired requirements to any person and how to collect information. I also got a platform to brainstorm properly and know about

the different perspectives of diverse people. I also contacted with community of practices to get the data of the ongoing projects and relevant information for social media post.

### **Communication-**

I supported my colleagues in the IFAD twitter section and collected relevant pictures of the ongoing projects so that I can caption them well. I also contacted with the community of practices to get some data and information of the pictures as well as the projects.

I am also currently writing a script for the APR Regional workshop's video which will be showcased on the virtual field visit day. For this script, I did go through all the PKSf project's videos. I wrote down all the situations of these projects that were held before the intervention of PKSf and also the situation after so that I can come up with an idea of the video script.

### **Technical Work-**

- I have set all the monitors and printers with the Rome office's IP connection
- Used LMS system and inventory management tool to do the asset tagging

### **Vendor Management**

After the lease agreement our office went through a renovation process. For that I was the core responsible person and co-ordinated with five of the vendors-

- OTOBI
- ESQUIRE
- INSIGNIA
- DAFFODIL
- BOL

I made the office layout with the help of Insignia who was assigned with the design work.

- First, I had raised all the purchased orders

- Co-ordinated with every vendors so that they send the items properly
- Manage all the invoice and send to the headquarters to process

### **Inventory Management-**

I did the asset management for my office. We get the asset tagging stickers. I need to collect all the serial numbers from the vendors for the assets. Then I insert all the serial numbers properly in their inventory management site and affix all the stickers on the assets.

### **Working Hour-**

My working hour was very flexible. But I had to work minimum 6 hours. Other than that if my work was done I could go to my house.

### **Field Visit-**

I went to one field visit which was in Sylhet. The project was NATP2. We stayed there for 4 days and had lot of interactions with beneficiaries. We heard their problems and I literally interpreted everything to my country director as he didn't understand bangla. We also monitored the growth of the project.

### **Training-**

I also finished two of the required trainings which are BSAFE and Code of Conduct.

#### **➤ BSAFE-**

This is online security awareness training and mandatory for all UN staffs, interns and consultant. It replaces Advanced Security in the field. The things I learnt-

- Engage with UN security structure
- Apply practical techniques
- Appropriate preparatory action

#### **➤ Code of Conduct-**

Code of Conduct informs Vendors that

- They cannot engage in corrupt practices.
- Can't disclose information on any situation that may present a conflict
- UN has a zero-tolerance policy and can't accept of gifts or hospitality from Vendors
- There can be restrictions on the employment by Vendors of former UN staff members.
- I learnt all these conducts to comply with their system.

### **Work Environment**

The work environment and culture of IFAD was extremely co-operative. On my typical working days, I had to interact with other employees on an almost daily basis. Each and every one of them were extremely helpful.

Employee productivity can be boosted in two ways when they work in a healthy workplace. Healthy personnel will, first and foremost, feel better; they will have more energy and endurance, and they will be better able to focus on their work. Second, a positive work atmosphere can have a big impact on employee satisfaction. In addition, my productivity at IFAD improved in this way. This encouraged me to work hard and achieve my objectives.

Another work culture of IFAD that I have to mention is team outing. Every month it has a fixed budget for the teams of the company to go out and enjoy buffet or dinner . This helps boost team bonding as well as fresh their minds.

### **Challenges**

The only challenge that I faced during my first days of internship was getting familiarized with the employees of IFAD. It was a bit difficult for me to know and learn about them. Because they are from different countries and it took time for me to be open with them. But this challenge stayed for only a little time as everyone in the company was extremely helpful.

# **ANALYSIS**

## **Chapter 5 Analysis**

The objective of this chapter is to analyze the outcomes for me as I participated in the six months long internship program. The analysis will cover three main aspects. Company level, Market level and professional level. Throughout this chapter I will be discussing about the three above mentioned aspects focusing on the comparison between what I learned throughout my undergraduate program and I observed during my internship.

### **5.1 Company Level Analysis-**

IFAD has its internal Community of Practices where many brainstorming and knowledge transfer programs are held. This community mainly communicate-



Figure 9- Community of Practices

**The objective of this community is to-**



Figure 10- Objective of IFA

**Empowerment of Youth- Under Hilip-**

The Government of Bangladesh is empowering the youth for the development of the nation. To empower the youth and accelerate the development process of the areas, the project HILIP & CALIP have taken initiatives of skill development and self-employment for the rural, illiterate or half-educated youth (Mabiso, Benfica, & Gaps, 2019).

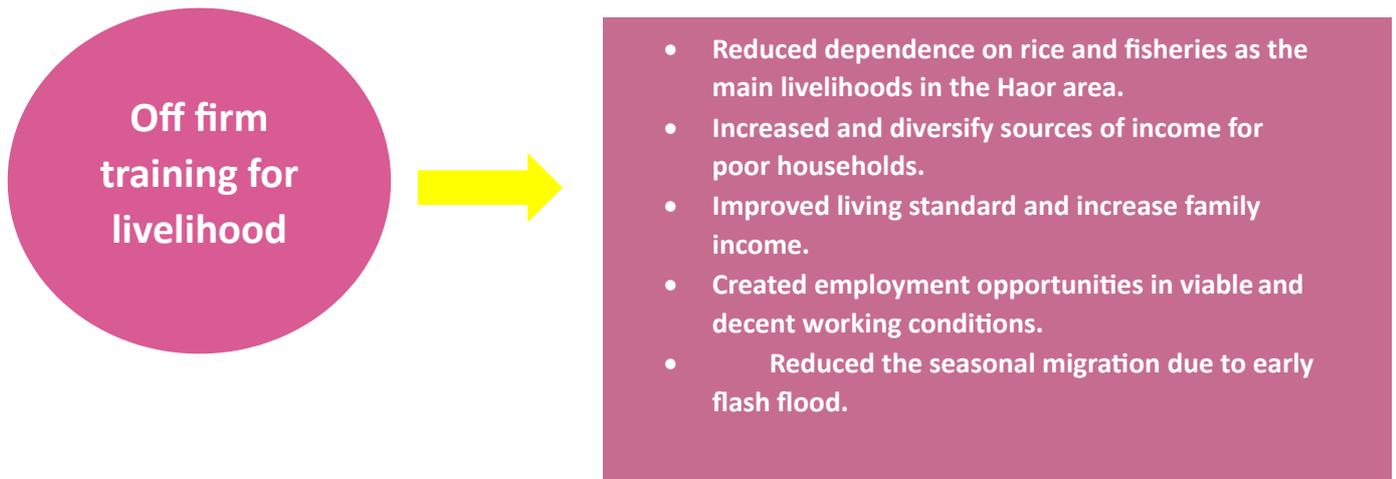


Figure 11-Youth empower

In community practice IFAD has

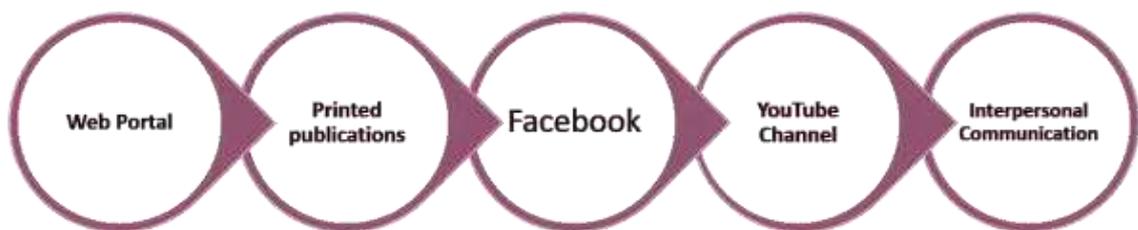


Figure 12-IFAD's Technology

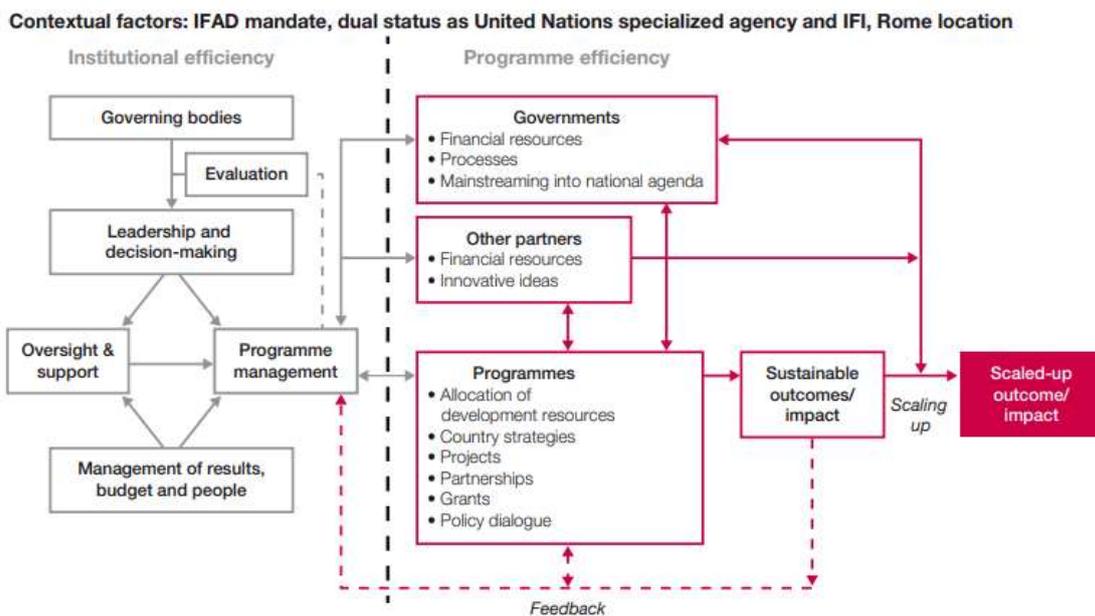
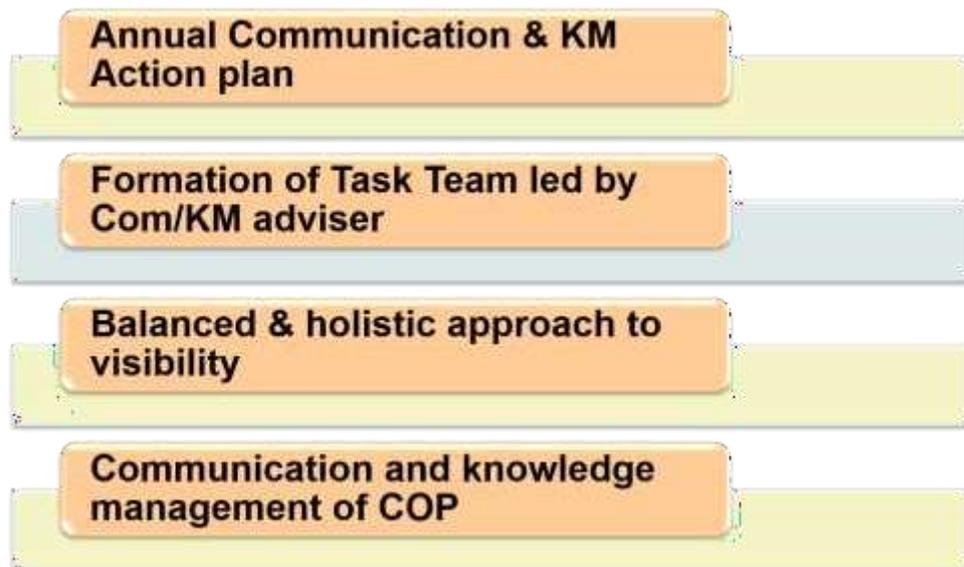


Figure 13- Contextual Factors

IFAD mainly run like this. It has many government bodies, partners so that the organization run properly.

**Limitations-** There are lack of young people who can influence others. Also, medias don't portray enough. That's why there need to be some key messages-



Figure 14- Key message to eradicate limitations

## 5.2 Market Level Analysis-

Countries in fragile situations require specialized and focused assistance since the issues of efficiency, sustainability, and government performance are magnified in these circumstances. Burkina Faso, Cameroon, Niger, and other countries with substantial portfolios. In 2020, Nigeria was re-added to the harmonized list. The International Fund for Agricultural Development (IFAD) has adopted. In such countries, alternative techniques are taken; for example, it is creating a specific strategy for the Sahel region, as well as the use of new tools like regional mapping.

Given implementation capacities, governance systems, fragility, and other factors, regional disparities in performance are unavoidable. West and Central Africa (WCA) has the most countries in unstable states.settings, and their performance lags behind that of others. in terms of performance. Over a three-year period, the region of Latin America and the Caribbean (LAC) is being dragged down by 2017's results. In 2019, all four projects will be completed. On average, projects conducted in LAC received a 4+ rating for overall project success.The average of IFAD's national and international co-financing ratios has been achieved in the last four replenishment cycles. IFAD8, which was driven by domestic cofinancing, had the highest overall cofinancing rate. During the period of IFAD7, the highest international cofinancing rate was reached (Mabiso et al., 2019).

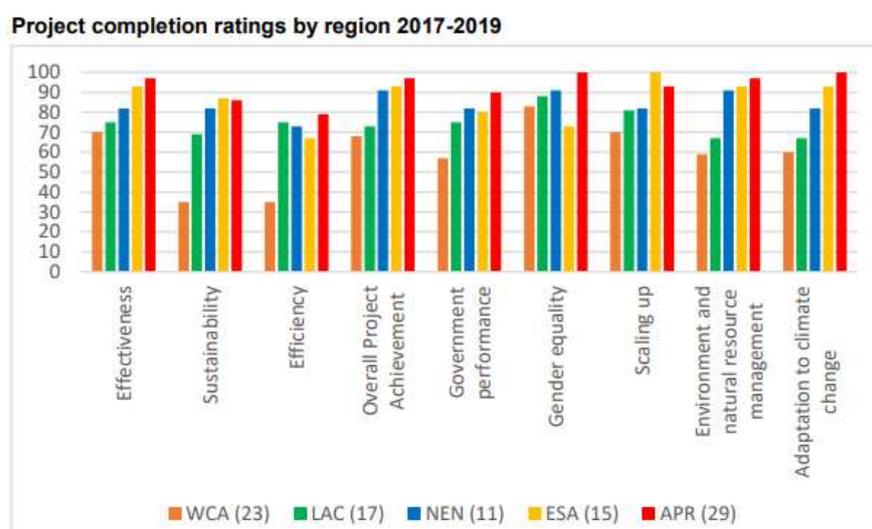


Figure 15-Regional Ratings

Over the last 20 years, 94 per cent of total domestic cofinancing came from governments, beneficiaries and domestic financial institutions. The overall domestic cofinancing ratio for the 20-year period was 0.72.

## Difficulties-

### Market Analysis Inefficiency where improvement can be taken

Market access that is reliable boosts productivity, income, and food security. Appropriate steps to mitigate market risk and unequal market power can aid in the reduction of poverty and hunger, as well as the creation of families and communities. Many local producers have difficulty obtaining and selling their products on the market. Remote locations, high transportation expenses, limited understanding and lack of business experience, and organizations that can provide them the negotiating leverage they need to operate equally with other market intermediaries are all limiting factors (McGuire, 2015). Over the last three decades, agriculture and food markets have evolved dramatically. Over the last three decades, agriculture and food markets have evolved dramatically. The demand for high-quality goods is increasing. All of this means increased opportunity for small-scale farmers, but it also means the risk of being priced out of these markets. Connecting smallholders to the market and ensuring that their products satisfy market requirements is not always straightforward. Small

producers can also make much less money than other participants such as larger processors, retailers, and exporters due to unequal power.

### **For better encounter-**

#### **Sell more groceries at a more equitable price**

IFAD's major aim is to provide market access for the underprivileged rural people. Over the previous few years, the proportion of programs sponsored by IFAD, including market access activities, has risen considerably, from 3% in 1999 to over 75% in 2014. (Jamilu, Atala, Akpoko, & Sanni, 2015 & Sanni, 2015 & Sanni, 2015). Smaller producers will be able to sell more products as their access to domestic and international markets improves. With a higher price and better quality. Farmers can invest in their business and expand the quantity, quality, and diversity of items they produce as a result of this.

#### **Equal Win-Win Partnership**

IFAD-funded projects will help the underprivileged in rural regions gain access to markets and build their businesses. Some IFAD projects promote the building of infrastructure to improve physical market access. Others help with certain segments or the complete value chain (mostly production, primary processing, and marketing. Suppliers, merchants, processors, retailers, and other service providers are all part of these value chains, which are complicated. Interventions at many points along the value chain can help the impoverished in rural regions earn money.

With the private sector operating in the value chain, IFAD is committed to fostering a more structured and equitable manner of doing business. As a result, we've devised a four-part approach: public-private producer partnerships (4P).

### **5.3 Professional Level Analysis-**

The 3 months long internship period has helped me immensely and influenced my career perspective to a great extent. Interaction with my coworkers and my superior bosses solidified my intention and interest to work as a project manager. This was the time when I gained new experienced and got the chance to observe and actively participate in the operations of a business organization. There are some noteworthy points that I can mention to explain what I gained through this internship.

- **Professional Communication:** During my time at IFAD, I had to communicate with my superiors and other colleagues at a regular basis. One of the most noteworthy skill I have achieved through the internship at IFAD, is my ability to communicate at a professional level. This was the perfect place from where I could closely observe the interaction between professionals and learn for myself.
- **Networking:** From my experience at IFAD, I have observed and experienced the importance of networking for my professional career. This helped me learn how networking through internships will help me connect to the people I desire to work with in my line of career and learn from them. There were many foreigner colleague of mine who helped me build network.
- **Criticism:** This, I believe is the most valuable lesson I gained from the internship. While I was appreciated for my hard work and performance, I was also criticized for various reasons. Because of this, I could learn the art of accepting constructive criticism and learn and grow through this.
- **Reporting and Observation:** I was assigned to observe the administration and other operations of the organization and prepare a report elaborating the overall condition of the company. This helped me learn how to observe any process and prepare reports depicting the real condition and highlight any shortcoming based on my observation.

### **Difficulties-**

While the environment was very friendly, there were some difficulties I faced while adjusting with the new environment. The main difficulty I faced during the internship was diverse people from different countries. As a place with nearly every foreigners, it was difficult connecting with them fast. Other than that the distance between the office and my house and the traffic jam were the problems.



# RECOMMENDATION

## Chapter 7 Recommendation

From my internship period at IFAD, I was assigned to observe several areas that are crucial for project management. While in the training, I found several areas that I believe requires attention from the authority. The areas are mainly related to employee satisfaction. Some well-defined steps that the authority may take to bring improvement are:

### **Employee Satisfaction:**

#### **Worker's Lifestyle:**

The workers don't get meal here. The management may pay attention to the overall living condition of the workers to ensure the most productive outcome from them. For this purpose, they may:

- Ensure meals like breakfast and lunch.
- Grow vegetables in the vacant areas within the office premise and provide workers with quality food.

This will ensure better health of the workers and help increase their productivity.

#### **Skill Development:**

There is a visible gap in talent management of the company. Talent management denotes to the management of skilling, reskilling and upskilling process of employees within an organization. The employees within a company can stay motivated if they have an environment where personal and professional growth is exhibited. However, in IFAD, there is no visible emphasis in training and development area which is why the talent management process of the company is lagging behind. Here are some basic trainings but rather than this, the focus of the management on skill enhancement of the employees is negligible. As such, the organization may focus on inducing a culture where skill development is prioritized. This will motivate the employees to enhance their skills and increase their ability to create value within the organization. This can be done by:

- Arranging large and small scale training programmes for the management employees within the organization.
- Emphasizing on training and skill enhancement on yearly performance evaluation.
- Subsidizing skill enhancement training.

Along with the management employees, the worker's skill development may also be focused on. The management may develop a multi-skilled workforce to bring flexibility in their operations which is a very important factor to ensure customer satisfaction. This can be done through rigorous training of the workers.

#### **Reduction of manual documentation:**

As the organization is overly dependent on manual documentation, there is much redundancy observed in the company operations. Reducing dependency on the manual documentation will reduce both time consumed to complete any activity and the cost of printing and paper, Again to complete the increased documentation extra work force is required which can be optimize once the dependency on hard documents is minimized.

**Master Data management System:**

The entire company may implement one master data management system which will be accessed by the authorized personnel only. All the datas that the organization handles and relies on may be stored in one place which can be accessed by different levels of employees as authorized by the management. This will reduce time to access any data or information by any person and induce transparency within the organization.

**Cross-departmental Synergism:**

The project management team of the organization can work by forming cross-functional teams which will create synergy among the project members and establish an environment of cooperation and collaboration.

# CONCLUSION

## Chapter 8 Conclusion

In our country, developmental sectors have future in future because Bangladesh is growing and developing. There is now visible growth in the developmental sectors of Bangladesh. The agencies of United Nation are helping developing countries to economically develop the nations.

The environment of the organization was very friendly and employer friendly. The organization operates with an interactive international culture. The within the organization helps boost employee morale and productivity. Though there are rooms for improvement, the organization is doing noticeably well in terms of project management and economic development. With capacity expansion, the company has capability, financial and employee backup enough to economically sustain in the development sectors.

So, IFAD is trying to focus more on getting funds from foreign countries so that they can help more people and have more projects running to become the largest portfolio running in this country and advance toward better market share in the global market. IFAD will continue to play an important role in reducing rural poverty for the foreseeable future. IFAD has the opportunity to improve the effectiveness of several of its existing goods and equipment. Inequality, poor rural infrastructure, weak subnational capacities, and climate change are all issues that IFAD is attempting to address. These are the areas where IFAD has made progress, yet there is still room for improvement.

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