

# Federica Emma

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## Work Experience

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### 1. Social Inclusion Analyst

**From September 2023 – ongoing**

Technical advice

1. Provide technical expertise and backstopping on targeting and social inclusion of COSOPs/CSNs, new project designs, ongoing projects and grants
2. Support policy engagement on social inclusion topics in the MENA and ECA countries
3. Supporting the liaison between ECG SI cluster and NEN regional division

Knowledge management

1. Contribute to reporting on good practices and innovative/transformational approaches
2. Support the preparation and disseminating of KM products, operational tools and guidelines on social inclusion issues
3. Lead on capacity development and training to support social inclusion project staff, national and regional partners, and service providers

Partnership building

1. Identify key organizations and institutions to assist in social inclusion analyses
2. Organize country level events on IFAD-financed project experiences and results on social inclusion

Reporting and M&E

1. Contribute to reporting on progress on targeting and social inclusion
2. Contribute to evaluation processes, portfolio reviews and analysis and to peer reviews

### 2. Technical Analyst - Youth and Social Inclusion - IFAD

**From July 2018 to July 2023**

Technical Advice

1. Support country programme delivery and provide technical advice on social inclusion and youth mainstreaming to IFAD's portfolio of loans (SECAPs, targeting strategies, gender, nutrition, rural livelihood)
2. Ensure technical quality in project implementation
3. Conduct mainstreaming labs and social inclusion clinics targeting implementation partners
4. Align projects' log frame and M&E systems with IFAD's mandatory indicators for mainstreaming themes
5. Support IFAD's Rural Youth Action Plan and advocacy efforts

6. Provide technical guidance on structured youth engagement mechanisms and ensure smooth implementation of the Youth Grassroots Approach
7. Oversee grant portfolio management
8. Conduct research, reviews, and analyse thematic work on youth employment and social inclusion

#### Knowledge Management

1. Document good practices and lessons learned from field operations on targeting and youth employment
2. Contribute to knowledge-sharing and learning initiatives
3. Develop synergies between the Youth Grassroots Approach and IFAD operations
4. Support training, e-learning, and corporate induction events on mainstreaming themes
5. Lead the organization of corporate events and regional/national workshops on youth
6. Act as Youth Focal Point for Biodiversity CoP and GALS+ working group

#### Partnership

1. Strengthening partnerships with reputable organizations on social inclusion
2. Serve as focal point for ILO, CFS, PROCASUR, GFRAS, and youth networks (RBAs' Youth Council, ECOSOC, IANYD)
3. Act as liaison focal point with ILC and Land Desk and coordinate the FAD-ILC roadmap implementation
4. Represent IFAD in international and regional conferences

#### Reporting and M&E

1. Contributing to corporate reporting (RIDE, ARRI) and regional portfolio reviews
2. Support evaluations, performance monitoring, and beneficiary feedback mechanisms
3. Enhance data collection, analysis, and visualization tools for decision-making

### 3. Consultant - Rural Institutions - IFAD

**August 2017 - June 2018**

1. Conduct a literature review of existing methodologies used to assess the maturity of Smallholder Organizations and engage with SKD FO to validate the methodology for the development of a simple scoring mechanism
2. Analyse the data and synthesize the results into country profiles as well as in the Global Executive report detailing the investment directed to capacity building of smallholder organizations in all the five regions, the type of organizations established, and supported and outcomes achieved
3. Content generation for institutional analysis training in regional divisions

### 4. Intern - Rural Institutions - IFAD

**May 2016 - November 2017**

1. Review of IFAD project documents and project database management
2. Data collection and quantitative/qualitative analysis (output and outcome level) using spreadsheets software
3. Prepare tables, final reports, and country profiles to facilitate further review and to ensure information are available upon request
4. Smallholder Organisations maturity and capacity assessment to highlight qualitative evidence of outcome and impact in their institutional and organizational development

5. Assist team members in organizing Institutional Analysis/capacity development training workshops by providing remote support and liaising virtually with participants in English and Spanish in order to gather their expectations and requests to shape a demand-driven workshop agenda
6. Facilitate regular learning sessions and support staff in the documentation of lessons learnt and knowledge management

## 5. Intern - AGD/Agriculture Department - FAO

**February - April 2015**

1. Preparation of country briefs/speaking points
2. Data collection and workload analysis to identify improvements for the efficiency and effectiveness of operational procedures, processes and workflows concerning the preparation of country briefs

## 6. Intern - EU delegation to the UN

**September 2015 - January 2016**

1. Participate in all aspects of Team activities: attend weekly and strategic coordination meeting at FAO and IFAD, draft communication materials on EU policy-related matters as well as internal communications
2. Draft of communication and information materials on EU policy-related matters and preparation of press review
3. Facilitate the policy dialogue and liaise with actors and stakeholders involved by preparing debriefing notes, assisting in researching and drafting of background papers, and assembling official documents
4. Draft meeting reports for the appropriate DGs on main issues dealt in Rome in order to defend and explain the EU's positions at the various meetings

## 7. Project Assistant - International Relations Department (Erasmus Placement) - Consejo de la Juventud de Castilla y León

**May - August 2013**

1. European Voluntary Service Management: coordinate all the stages of the process (project proposals, selection process of volunteers, collaboration frameworks with hosting organizations)
2. Assist in resources mobilization by regularly reviewing relevant websites
3. Prepare press releases and communications materials, and assist in the organization of public events and workshops
4. Assist in developing and writing project proposals: prepare draft cost estimates and participate in the budget analysis and final proposals
5. Set up and maintain office files and reference systems according to the organization's procedures

## 8. Research and Office Assistance - Volunteer- CO.PE Cooperazione Paesi Emergenti (Cooperation with Developing Countries - NGO)

**April - August 2009**

1. Gather and analyse information to update website project files, draft documents, and prepare communication tools on on-going activities
2. Support volunteers in the arrangement of meetings, public events, and all others information and awareness campaigns
3. Assist with general requests for information and respond to internal and external enquiries
4. Assist with updating the office contact database and other general office tasks

## Most significant professional milestones

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1. Co-authored IFAD position paper on “Engaging Rural Youth at IFAD”, approved by IFAD Executive Board
2. Provided technical expertise and backstopping to the design of more than 10 Country Strategic Opportunities Programmes (COSOPs) and 15 new projects
3. Successfully led more than 20 supervision missions and 10 project completions
4. Successfully managed 3 regional and national grants as Grant Task Manager
5. Developed more than 10 Social, Environmental and Climate Assessment Procedures (SECAP)
6. Co-developed the Egypt Social Inclusion Clinic Lab
7. Supervised 2 technical studies: (i) rural youth employment in nutrition Value Chains (Türkiye) and (ii) women and youth fragility drivers in Yemen
8. Co-developed mandatory requirements for youth sensitive projects
9. Streamlined data management and tracking of IFAD commitments on social inclusion
10. Supported the preparation of projects AWPBs
11. Recruited and supervised 4 consultants, delivering KM products
12. Successfully led the establishment of 4 rural youth alliances
13. Contributed to 15 case studies of agribusiness incubators
14. Led corporate and side events at GC43, COP26, Pre-COP26, in partnership with GPR, Italian Ministry of Ecological Transition, Dutch Ministry of Foreign Affairs, ILC
15. Led IFAD technical contribution to the Youth Policy Recommendations adopted by CFS

## EDUCATION

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### Master in Development Economics

University of Rome Tor Vergata, Italy - Sep 2015 / Sep 2016

### Bachelor's Degree in International Studies and Diplomacy

University of Bologna, Italy - Sep 2011 - Mar 2014

### Bachelor's Degree in Political and International Relations

University of Catania, Italy - Sep 2007 - Nov 2011

## SKILLS

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English, French, and Spanish: Excellent (C2)

Excellent research and analytical skills

Superior attention to details

Proficiency in MS Office: Word, XLS, PPT, Outlook

### Competencies

- Poverty targeting, social development, and food security
- Programme design, monitoring, and review
- Strategic operational understanding
- Social and Environmental Safeguards
- Grant management
- Institutional analysis
- Maturity organizational analysis
- Capacity needs assessment
- Research and analytical skills
- Written technical communication and knowledge management
- Stakeholder engagement
- Briefs and background documents preparation
- Advocacy and partnership building
- Data management and visualization skills
- Critical thinking and superior attention to details
- Client-oriented attitude and capacity to multitask
- Work under pressure and deadlines
- Commit to team dynamics
- Manage demanding work schedule
- Time, resources, and information management
- Collaboration and teamwork
- Networking with a variety of external systems and actors
- Initiative, proactivity, and dedication
- Stress and pressure tolerance