

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Communication Intern
Sector of assignment:	Financial inclusion
Organizational unit:	Communication
Country and Duty Station:	Rwanda, Kigali
Internship duration:	6-9 months
Supervisor's name:	Anna Ferracuti
Supervisor's title:	Programme Coordinator

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

The UN Capital Development Fund makes public and private finance work for the poor in the world's 47 least developed countries (LDCs). UNCDF focuses on Africa and the poorest countries of Asia, with a special commitment to countries emerging from conflict or crisis. It provides seed capital – grants and loans – and technical support to help financial service providers reach more poor households and small businesses, and local governments finance the capital investments that will improve poor peoples' lives. Financial inclusion means universal access, at a reasonable cost, to a wide range of financial services, provided by a variety of sound and sustainable institutions. The range of financial services includes savings, short and long-term credit, leasing and factoring, mortgages, insurance, pensions, payments, local money transfers and international remittances. (<http://www.uncdf.org/>).

UNCDF's Financial Inclusion Practice Area (FIPA) in Rwanda and Tanzania is championing the formation and strengthening of savings groups while building both financial and digital literacy for both refugees and host communities, with a focus on women and youth.

UNCDF is also testing mechanisms for delivering financial and digital education using tablets, an SMS platform, short videos and supplementary face-to-face training sessions for a high-tech and high-touch experience. Moreover, UNCDF is supporting financial service providers, including fintechs, to better reach these vulnerable populations by using savings groups as an entry point.

Because participation in savings groups can facilitate and enhance inclusive social and economic development as well as cohesion, UNCDF supports these interventions, along with the necessary financial and digital literacy skills, in and around refugee camps.

Furthermore, UNCDF is working with governments to develop policies that support and provide the necessary incubation for an inclusive digital economy.

UNCDF is launching a similar programme in Ethiopia.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Communication strategy for Ethiopia, Rwanda and Tanzania <ul style="list-style-type: none"> Align communication strategy with the global strategy and guidelines Have regular meetings/calls with the global communication team Maintain the editorial calendar Improve joint Dropbox for Ethiopia, Rwanda and Tanzania 	20%
2	Communication activities <ul style="list-style-type: none"> Do media and social-media coverage of UNCDF activities in Ethiopia, Tanzania and Rwanda Support in event management Draft and publish articles and other communication outputs in the website Create image inventory Maintain programme and project websites Take pictures, make short videos and infographics 	70%
3	Partnerships <ul style="list-style-type: none"> Maintain partners and donors' mapping, and liaise with the global partnership team Create concept notes, proposals and other programme documents Attend industry events, workshops and meetings and share minutes 	10%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a Bachelor's degree; or
- currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: Communication, journalism or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge and a proficient user of InDesign and/or other design tools.

Language skills:

- English required;
- Knowledge of other UN languages is an advantage.

Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.

V. INTERNSHIP CONDITIONS

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.