

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Inclusive growth and SDG integration cluster
Organizational unit:	Regional Hub
Country and Duty Station:	Panama, Panama City
Internship duration:	9 months
Supervisor's name:	Iván González de Alba
Supervisor's title:	Regional Adviser, Poverty Reduction and Sustainable Development

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 Inclusive Growth and SDG Integration Cluster is part of BPPS and one of its objectives is to provide advice to UNDP's Country Offices, governments and strategic partners in achieving high quality development through an integrated approach that links results-based management and performance monitoring with the best effects. BPPS supports its partners so that their policy initiatives are more innovative and based on evidence and knowledge.

Likewise, the task of the cluster is based, on the one hand, on the Sustainable Development Goals, the historic agreement signed by 193 countries and, on the other, on the UNDP ideal, its Strategic Plan 2018-2012. To help countries achieve sustainable development through the eradication of poverty in all its forms and dimensions, the acceleration of structural transformations for sustainable development and the creation of resilience in the face of disturbances and crises.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>In this section list the primary responsibilities and tasks of the position. (Include percentages for each duty.)</i>		
1	Research assistant duties and responsibilities <ul style="list-style-type: none">• Review specialized literature and legislation relevant to the cluster• Provide inputs to development of work plans, research questions, project concept notes, documents, services and products• Assist in authoring research reports, briefing notes, policy papers, and other materials as required	60%
2	Duties and responsibilities regarding communications, partnerships and representation <ul style="list-style-type: none">• Identify and develop possible areas for partnership and collaboration• Help to disseminate cluster's documents, products and activities• Represent the cluster in coordination meetings, staff meetings, workshops, and meetings with stakeholders, if required	30%
3	Other: <ul style="list-style-type: none">• Support other/ad hoc activities as seen relevant and needed.	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: **economics, engineering, social sciences** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- **Knowledge of STATA considered an asset**

Language skills:

- **English and Spanish** 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.