

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Development Effectiveness
Organizational unit:	United Nations Development Programme
Country and Duty Station:	United States of America, New York HQ
Internship duration:	9 months
Supervisor's name:	Yuko Suzuki
Supervisor's title:	Global Policy Advisor

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:

UNDP's Global Policy Network (GPN) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's [Strategic Plan](#). The GPN assists UNDP and its partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. The GPN also supports UNDP and partners to be more innovative, knowledge and data-driven, including in its programme support efforts.

Within the GPN, the Effectiveness Group provides crucial support to ensure that UNDP is an effective, accountable and transparent thought leader and partner of choice for sustainable development. The Effectiveness Group fosters multi-stakeholder actions for more effective cooperation and partnerships, including strengthening policies, institutions and systems, as well as cultivating strategic partnerships to make the best use of all available resources to realise national development goals. Drawing on the comparative advantages of UNDP, the team supports strengthening country capacities to manage and coordinate development cooperation.

UNDP's work in this area is guided by principles of effective development cooperation and supports global policy dialogue and mutual learning on effective development cooperation, helping increase the availability of transparent data on development cooperation, while supporting countries in implementing and monitoring the effective development cooperation principles. In addition, cultivating networks of partners and development practitioners is another key element of UNDP's support to its partners.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
Reporting to various team members leading on different substantive issues, the intern will focus on the following:		
1	Policy Research and Analysis <ul style="list-style-type: none">Under the direct supervision of senior team members, research trends in development effectiveness / co-operation and identify linkages / key areas of support for UNDP's work in advancing the global development effectiveness agenda; andUnder the direct supervision of senior team members, contribute to policy research and development of policy / practice products such as issue briefs, discussions papers, country stories, blog posts and practice notes etc.	30%
2	Knowledge Management and Communication: <ul style="list-style-type: none">For internal knowledge management purposes, support the mapping of key partners (government and UNDP CO) and the development of a master list with contacts and context on partner countries' engagement with the team;Act as the day-to-day focal point for an online community of practice / knowledge-sharing platform for effective development cooperation practitioners, including through day-to-day management, outreach, synthesis of knowledge / lessons learned, etc.Support social media account management and implementation of the team's communication strategy, including drafting of newsletter, stories of progress, social media content, etc.	50%
3	Logistical / Event Support <ul style="list-style-type: none">Provide logistical support to various events, including international workshops, side events and Steering Committee meetings, among others.	20%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Enrollment in a graduate-level degree programme in a development related field such as economics, public administration, public policy, or international relations/international development studies.

Experience:

- Previous experience in research and policy development, communications, advocacy, is an asset, and experience in developing countries is desirable.
- Knowledge of, or direct experience working with effective development co-operation issues is an asset.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Strong online research skills. Skills in graphic design and video production as well as advanced excel and data base management skills in particular are considered an asset.

Language skills:

- Excellent written and oral communication skills in English is 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.