

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Business and administrative management
Organizational unit:	Procurement training and professionalization
Country and Duty Station:	Copenhagen, Denmark
Internship duration:	6-9 months
Supervisor's name:	Torben Soll
Supervisor's title:	Manager

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 Quality Assurance and Professionalization (QAP) team has the unique capability of being able to develop and deliver customised public procurement training programmes world-wide leveraging UNDP's global presence in 165 countries. The Procurement Support Unit comprises 3 staff members fully committed, as Subject Matter Experts, to developing and delivering bespoke public procurement training programmes. The unit is supported by 4 full-time administrative and logistical support staff and 10+ pool of professional public procurement trainers and consultants available on an ad-hoc basis. UNDP has a unique in-house capability and expertise delivering tried and tested public procurement training programmes successfully in excess of 10 years in 100+ countries to the full satisfaction of its clients.

As a member of the Quality Assurance and Professionalization team - under the supervision of the Procurement Specialist and in close collaboration with the Procurement Advisor in QAP, the Intern will support the development and delivery of public procurement training programmes, processes, tools and methodologies in order to develop capabilities in UNDP and for clients world-wide.

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	Supports development of the delivery of training/learning programmes with the following key responsibilities <ul style="list-style-type: none"> Support training/learning initiatives in line with the strategy for procurement learning and certification programmes, including content development for sustainable procurement; Support the development of training materials, publications and e-learning programmes; support translation process and related re-design of training materials including graphical design work, Identifying and testing potential e-solutions and online training tools and materials to supplement face-to-face classroom training. 	50%
2	Contributes to social media outreach and knowledge sharing for students with the following key responsibilities <ul style="list-style-type: none"> Support development of social media initiatives relevant to procurement learning programmes, including key narratives to be used in social media outlets; Propose and provide input to social media content to maintain relations with and between existing students; Identify and pilot options for engaging with and creating awareness amongst potential learners and identify social media platforms to use in various contexts. 	30%
3	Other: Support other/ad hoc activities as seen relevant and needed.	20%

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: **Business Administration, Communications, Economics** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Social Media skills

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.