

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Programme Finance Intern
Sector of assignment:	<b>Capacity Development</b>
Organizational unit:	<b>Results and Quality Team</b>
Country and Duty Station:	<b>Philippines</b>
Internship duration:	<b>9 months</b>
Supervisor's name:	<b>Paul Christian Casihan</b>
Supervisor's title:	<b>Programme Finance Associate</b>

### 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:

As a development partner of the Government of the Philippines for over forty years, UNDP has been working to ensure a better life for the Filipino people, with a special focus on vulnerable groups. UNDP helps the government deliver on the Philippine Development Plan and the Sustainable Development Goals by developing capacities at the national and local levels and bringing global resource, expertise and experience to the Philippines.

UNDP supports the Philippines by strengthening institutional capacity to deliver targeted programs that ensure no one is left behind; assisting the country's structural transformation to low-carbon and climate-resilient development; and addressing the key drivers of conflict and instability.

### III. DUTIES:

Under the general supervision of the Programme Finance Associate and in coordination with the Results Based Monitoring Analyst and Oversight & Control Analyst, the Programme Finance Intern will provide support services for the effective and timely preparation of program finance information to successfully achieve financial targets and commitments of the new UNDP Country Programme 2019-2023. These support services involve consolidating and reviewing financial data to monitor effectively the Portfolio Review Dashboard in the Project Sharepoint Site. The Program Finance Intern will also provide research and logistical support for the conduct of finance & results based related workshops at the CO.

The Programme Finance Intern works in close collaboration with Programme, Operations, and RQT Teams in the CO, and may be required to engage with project staff and staff of other UN agencies.

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<b>Support the updating and monitoring of the Portfolio Dashboard</b> <ul style="list-style-type: none"><li>Support in consolidating and validating financial data in various UNDP platforms and link with project/progress reports;</li><li>Migrate consolidated data using R programming and Power BI for better visualization for weekly reporting.</li><li>Support in the review and quality assurance of Annual Work Plans and Quarterly/Monthly Targets Per Project</li></ul>	<b>70%</b>
2	Support in producing agreed oversight reports, provide analysis and early warning based on corporate available data <ul style="list-style-type: none"><li>Support the quality assurance of micro-assessment and Spotcheck Reports</li><li>Support the consolidation of reports and supporting documents during conduct of financial and internal audit exercises.</li></ul>	<b>20%</b>
3	<b>Other:</b> <ul style="list-style-type: none"><li>Support other/ad hoc activities as seen relevant and needed.</li></ul>	<b>10%</b>

### 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, Statistics, Accountancy, Business Management, Business Administration, Financial Management, Business Analytics** or equivalent.

#### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;  
**Knowledge of R programming, Power BI, or other data visualization and analytics software is an advantage.**

#### Language skills:

- Fluency in 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.