

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

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| Title: | Intern |
| Sector of assignment: | Procurement Support |
| Organizational unit: | Operations |
| Country and Duty Station: | Mauritius – Port Louis |
| Internship duration: | 9 months |
| Supervisor's name: | Sujitha Sekharan |
| Supervisor's title: | International Operations 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:

The UNDP JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals' excellent exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.

During their assignments, JPOs benefit from the guidance of experienced UNDP staff members and are actively involved in supporting the design and implementation of UNDP's programs within UNDP's headquarters, regional or country offices.

UNDP supports and supplements national efforts aimed at solving most important problems caused by economic development and promotes the social progress and improvements in standards of living. UNDP is a multi-country office supporting Mauritius and Seychelles under the Resident Representative.

The Operations Unit supports both countries – Mauritius and Seychelles – supporting the Programme units in Mauritius and Seychelles. The Operations unit consists for HR, Finance, Procurement, ICT and Administration.

The Procurement unit consists of a Procurement Assistant who reports to the International Operations Manager.

Under the overall guidance of the Resident Representative, the Intern will work under the direct supervision of the International Operations Manager.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

| No | Duties and responsibilities | % of time |
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| <p>As part of the UNDP Mauritius and Seychelles overall framework, the Intern CSC will benefit from the following supervision modalities:</p> <ul style="list-style-type: none"> • Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities • Establishment of a work plan, with clear key results • Effective supervision through knowledge sharing and performance/development feedback throughout the assignment • Easy access to the supervisor • Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness • Guidance and advice in relation to learning and training opportunities within the field of expertise • Completion of the yearly UNDP Internship Evaluation | | |
| 1 | <p>Ensures efficient management of procurement processes for the clients</p> <ul style="list-style-type: none"> • Timely and proper preparation of procurement plans for the office and projects, establishment of the deadlines and monitoring of their implementation; • Establishment and implementation of proper monitoring system and control of procurement processes including organization of RFQ, ITB or RFP, receipt and evaluation of quotations, bids or proposals, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulation; • Provide support on PROMPT management, eTendering and Contract management; • Certification of submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP); • Management of procurement contracts and Atlas related processes • Elaboration and implementation of the internal control system which ensures that Purchase Orders (PO) are duly prepared and dispatched. | |

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| | <p>Timely corrective actions on POs with budget check errors and other problems;</p> <ul style="list-style-type: none"> • Management of the implementation of the procurement processes monitoring system and mechanisms to eliminate deficiencies in procurement. • | |
| 2 | <p>Ensures implementation of sourcing strategy and e-procurement tools</p> <ul style="list-style-type: none"> • Implementation of the strategic procurement and clients including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, e-tendering and e-procurement introduction and promotion, performance measurement; • Management of e-tendering, e-procurement and Contracts Modules in ATLAS; • Implementation of activities for establishment of Long Term Agreements with vendors. | % |
| 3 | <p>Other:</p> <ul style="list-style-type: none"> • Ensures facilitation of knowledge building and knowledge sharing in the office across programme units and projects; • Support in the organization of training for the operations/ projects staff on Procurement; • Support other/ad hoc activities as seen relevant and needed. | % |

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 with specialisation in Finance or operations management** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge of Web-based applications

Language skills:

- English required;
- Knowledge of French 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.