

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Capacity Development
Organizational unit:	UNDP IEO
Country and Duty Station:	USA, New York
Internship duration:	6-9 months
Supervisor's name:	Genta Konci
Supervisor's title:	Evaluation Specialist

II. CORPORATE BACKGROUND:

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in more than 170 countries, working with them on their own solutions to global and national development challenges.

III. INTERNSHIP OFFICE BACKGROUND:

The Independent Evaluation Office (IEO) works to enhance the development effectiveness of UNDP to help men and women build a better life. IEO strengthens accountability and learning through evaluation and partnership. The mandated responsibility of IEO is to support the Administrator in his/her substantive accountability function and to contribute to organizational learning. The Independent Evaluation Office conducts strategic, thematic, programmatic and country level evaluations. It assures the quality and use of UNDP evaluations by establishing norms, standards and guidelines and by knowledge sharing and networking. In addition, the IEO contributes to capacity development for evaluation within UNDP and beyond, with national partners and the global evaluation community, in line with the 2030 Agenda for Sustainable Development. The Capacity Development and Quality Assessment Section is seeking an intern to support the population and maintenance of on-line NEC Information Centre. This Centre is being developed as part of the IEO to strengthening national evaluation capacities for systematic review and follow up of the Sustainable Development Goals. This assignment will offer the intern an opportunity to learn about IEO work and to gain experience in knowledge management within the development and evaluation context.

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 and population of NEC Information Centre; <ul style="list-style-type: none">• Research the existing national evaluation progress and products and identify relevant documents (available in different formats, e.g. word, PP, images and videos) that can be uploaded;• Provide assistance in NEC website maintenance;• Monitor web traffic and provide monthly reports;• Monitor NEC Information centre issues and problems;• Assist with keeping the NEC Information Centre up-to-date;• Communicate with users of the NEC Information Centre	70%
2	Liaise with partners to gather documents to be added to the NEC Information Centre <ul style="list-style-type: none">• Request documentation and information on various national evaluation progress and products	20%
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: Social Sciences, International Development, Capacity Building or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Good excel skills

Language skills:

- Fluency in written and spoken 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.