

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Policy Analyst, Intern
Sector of assignment:	Economic Analysis
Organizational unit:	BPPS / Strategic Policy Engagement Unit
Country and Duty Station:	New York, USA
Internship duration:	9 months
Supervisor's name:	Lars Jensen
Supervisor's title:	Economist

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 Strategic Policy Engagement Unit (SPE) sits at the intersection of the organisation's expertise on economic and finance issues, global policy making and international cooperation, and SDG implementation. This perspective enables horizon-scanning and the identification and analysis of emerging opportunities and challenges. Accordingly, it allows for cutting-edge research, for contributing and facilitating development debates – thus advancing UNDP's thought leadership, strategic partnerships and strengthening policy coherence in line with the 2030 Agenda.

SPE works in close collaboration with all the technical teams in UNDP's Bureau for Policy and Programme Support, the Global Policy Centers and Crisis Bureau, forging coherence around UNDP's work on cross-cutting issues and to ensure that policy development remains relevant to challenges being faced on the ground.

SPE is responsible for the following:

- Analysing future-oriented macro and micro trends that shape sustainable development and the achievement of the SDGs (scenarios, disruptions, horizon scanning, emerging challenges) to advance UNDP's contribution to global policy debates and the implementation of UNDP's Strategic Plan.
- Applying strategic foresight and assessing lessons learnt on finance and means of implementation for the 2030 Agenda (fiscal space, finance for development, trade, international cooperation, digital, science and technology, multilateralism and multi-stakeholder approaches) to inform UNDP's service offer as "integrator" and "arrowhead" of the UN development system.
- Leveraging the global policy network, advancing UNDP's thought leadership, build academic/policy partnerships, launch policy briefs.
- Fostering strategic engagement with the IMF, World Bank, G20, UN Sustainable Development Group including DESA, World Economic Forum, Inter-agency Task Force on Financing for Development and other key financial and economic counterparts to advance UNDP's positioning in key global development processes and fora

III. DUTIES:

The intern will assist in the following duties and responsibilities under guidance of team and supervisor:

No	Duties and responsibilities	% of time
1	Data work and empirical analysis <ul style="list-style-type: none"> • Assist in collecting, cleaning and analysing datasets for analytical projects • Produce graphs, tables, charts etc. to help communicate data-based information visually • Assist team in developing team's "data-infrastructure" (dashboards, automated data-updates and graphics, etc. for recurrent publications) 	45%
2	Applied research and analytics <ul style="list-style-type: none"> • Identify and apply relevant statistical methods to datasets and research questions related to the 2030 Agenda incl. development macro-trends and Finance for Development • Assist in drafting analytical pieces in the form of technical briefing notes and SPE publications 	40%
3	Other: <ul style="list-style-type: none"> • Support other/ad hoc activities as seen relevant and needed. 	15%

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, Econometrics, Data Science, Statistics** or related field.

IT skills:

- Proficient user of the MS Office package
- Proficient user of statistical/econometric software packages such as R, Stata, Python, EViews, MATLAB or equivalent

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.
- Knowledge of Chinese policy innovations on the Belt and Road Initiatives, Energy Transitions, Urban Development or Poverty Alleviation a plus.

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.