

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Crisis prevention, humanitarian relief and recovery
Organizational unit:	Crisis Bureau, Recovery Solutions and Human Mobility Team
Country and Duty Station:	New York
Internship duration:	9 months
Supervisor's name:	Owen Shumba
Supervisor's title:	Team Leader, Recovery Solutions and Human Mobility

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 is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. Within the GPN, the Crisis Bureau guides UNDP's corporate crisis-related strategies and vision for crisis prevention, response and recovery.

Based in the UNDP Crisis Bureau in New York, the incumbent will support UNDP's efforts in supporting countries and country offices on economic recovery in crisis and post crisis situations. This includes supporting

collaborative process of policy development, applied research and programmes on economic revitalization (Public and private sector /institutional recovery; Entrepreneurship and enterprise recovery, Employment /job creation, value chains and market development, Access to finance, skills development, increasing productivity in key sectors such as agriculture, women's economic empowerment in crisis/post crisis) in fragile and conflict situations, and disaster/post disaster settings. The incumbent will also support UNDP's work on promoting decent work for refugees, migrants and vulnerable host community members as well as economic revitalization of landmine-affected communities and support to victims of landmines.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Support policy research and development on economic recovery (including for migration and displacement, and mine action as needed) and guidance to Country Offices <ul style="list-style-type: none"> Support the development of guidance on economic recovery and related tools, with a focus on research required to revise and implement UNDP's Livelihoods and Economic Recovery Guide; Support testing and roll-out of guidance and tools, including UNDP's Livelihoods Assessment Toolkit; Support the coordination and analysis of data, case evidence and research findings to better understand indigenous drivers of post crisis economic recovery and distil relevant lessons from projects and programmes on jobs and economic recovery. 	50%
2	Support the UNDPs corporate position on economic recovery (including for migration and displacement, and mine action as needed) in inter-agency fora and global processes <ul style="list-style-type: none"> Support and prepare for UNDPs participation and partnership building in relevant inter-agency fora with a focus on economic recovery; Provide organizational support to high level events and corporate meetings in New York and other locations; Prepare briefing notes and speeches, as may be required. 	30%
3	Knowledge management and communications <ul style="list-style-type: none"> Contribute to knowledge management and communications activities related to economic recovery, migration and displacement, including organizing webinars and supporting the compilation of newsletters. 	15%
4	Other: <ul style="list-style-type: none"> Support other/ad hoc activities as seen relevant and needed. 	5%

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: Development Economics, International Development, International Affairs, Business Administration or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Experience using MailChimp, WebEx and other communications tools preferred.

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.