

INTERNSHIP TERMS OF REFERENCE

I. Identification of the post

Title:	Intern
Sector of assignment:	RBLAC
Organizational unit:	RBLAC, Regional Procurement
Country and Duty Station:	Panama City, Panama
Internship duration:	6 months
Supervisor's name:	Alfonso Buxens
Supervisor's title:	Regional Procurement Advisor

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 Regional Bureau for Latin America and the Caribbean established the **Regional Hub for Latin America and the Caribbean in Panama** to bring corporate and regional policy, and advisory support, closer to where they are needed on the ground, and to make those services more responsive to country programme needs.

The Regional Hub serves 25 Country Offices (COs) in Latin America and the Caribbean. It offers COs and other clients readily accessible services, class advice and technical support, and a trustworthy source of knowledge, experiences, and resources provided by a group of experts and professionals. It works through its COs with governments and people to develop customized solutions to development challenges and thus help to strengthen local capacities.

In March 2018, a Regional Procurement Advisor position was established in the Regional Hub, under an initiative coordinated by the Procurement Support Unit / Bureau for Management Services and the Regional Bureau for

Latin America and the Caribbean. The Regional Procurement Advisor provides procurement guidance services to Country offices within the region and leads the implementation of procurement projects and initiatives.

The Intern will support the Regional Procurement Advisor in his endeavors to provide suitable guidance to the constituency of UNDP Country Offices in the region.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<p>Objective of the Assignment: Under the direct guidance of the RBLAC Regional Procurement Advisor and the overall coordination of the Chief of Business Solutions and Operations, the Intern will undertake the following tasks:</p> <ul style="list-style-type: none"> Assists with the use of PROMPT 2.0 UNDP Procurement Planning and Forecasting platform in the region. Provides support to Country Offices on the implementation and use of PROMPT 2.0, including troubleshooting. Regularly analyses data uploaded to PROMPT 2.0, prepares and submits reports on consolidated forecasts, identifying critical spend categories for which there are opportunities to further streamline sourcing/contracting strategies. Issues recommendations to establish respective supply systems, mechanisms, arrangements and procedures. Monitors usage of PROMPT 2.0 case management interface and issues warnings preventing delivery delays. Conducts market research and risks assessments for identified critical spend categories in the region. Assists with the role out and implementation of UNDP's e-tendering system in the Region. Troubleshoots and advises COs, vendors and other key stakeholders on practical aspects related to use of e-tendering. Takes stock of main challenges experienced during the CO use Assists the Regional Hub and COs with the implementation and usage of the ATLAS contract management module.ad Facilitation of knowledge building and knowledge sharing including; a) Develops and maintains PSU RBLAC share point dedicated content and ensures wide dissemination on it throughout relevant stakeholders, b) Regularly develops newsletter / procurement bulletins and disseminate accordingly. Assists with the development and management of LTAs and similar framework contractual arrangements. 	
2	<p>Other:</p> <ul style="list-style-type: none"> Support other/ad hoc activities as seen relevant and needed. 	

IV. Required Skills and Experience

Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a Bachelor's degree in Business or Public Administration or similar field; or
- currently enrolled in a Master's degree in Business or Public Administration or similar field; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies in Business or Public Administration or similar field

Field of study: Business or Public Administration or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
Advance knowledge of automated procurement systems, experience in handling of web-based management systems.

Language skills:

- Fluency in written and spoken English and Spanish 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.