

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Software Development Intern
Sector of assignment:	PH Accelerator Lab
Organizational unit:	Impact Advisory Team (IAT)
Country and Duty Station:	Philippines
Internship duration:	9 months
Supervisor's name:	Rex Lor
Supervisor's title:	Head of Solutions Mapping

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's Country Accelerator Lab Network is a key initiative aimed at ensuring that UNDP is fit for purpose to deliver a new generation of solutions in line with the challenges the world faces. The initiative points out that increasingly interrelated development challenges require going beyond business as usual and single point, linear and silver bullet responses in development. Instead, they call for interdisciplinary approaches and non-linear solutions that crowd-in the collective efforts of a variety of partners, tap into local insights and the knowledge of people closest to the problem and require the solutions. The initiative is also a recognition and an investment in the emerging momentum among a growing number of UNDP Country Offices around joining disruptive, cutting edge methodologies with contextual, country-based insights and expertise to accelerate impact and progress toward the SDGs. It is envisioned to be the largest and fastest learning global network building on the latest thinking from the fields of **complexity science**, **lead user innovation** and **collective intelligence** to accelerate development impact.

The Accelerator Lab has three key pillars namely: solutions mapping, experimentation, and collective intelligence.

Solutions mapping consists of finding things that work and expanding on them. It works by seeking out and making use of local assets, and identifying positive deviants, i.e. women and men whose uncommon but successful behaviors or strategies enable them to find better solutions to a problem than their peers, despite facing similar challenges and having no extra resources. The UNDP Accelerator Lab will use at least two ways to do solutions mapping: (1) direct discovery of need and solution pairs; and (2) positive deviance and lead user innovation.

UNDP has a growing body of evidence related to **experimentation** in the public sector. The Accelerator Lab network will take UNDP's past work to scale and ideally will improve the way government and other organizations create, share, and use high quality evidence for decision making. Experimentation will be designed to assist accelerating learning and explore the non-obvious, and reframing failure and key performance indicators.

Lastly, **collective intelligence** involves combining knowledge from citizens, big data from the private sector and government, and human expertise to create solutions. This is the glue that binds experimentation and solution mapping. It implies a shift from information management to organizational learning, and using 'sticky', local knowledge to increase the ability of large groups to think and act more intelligently and effectively than the sum of their parts.

Under the general supervision of the **Philippine Accelerator Lab (PH ALab) Head of Solutions Mapping**, the Software Developer Intern will provide support to PH ALab through researching, designing, implementing and managing web-based applications.

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	The main duties of the intern are the following: <ul style="list-style-type: none">• Develop a mobile-responsive software for exploration and solutions mapping with data visualization dashboard;• Present proposals relative to the development of applications within UNDP;• Support to the development of knowledge database through research and encoding;• Produce an end-of-internship report or presentation	90%
2	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: **Computer Science, Information Technology** or equivalent.

IT skills:

- Knowledge and a proficient in relevant programming / scripting language (e.g. C#, Python, Javascript, SQL, PHP, HTML, CSS) and visualization tools (e.g. Power BI, Gephi, Tableau);
- Experience in full-stack development for both web and mobile;
- Knowledge in data analytics and visualization, including sociometric analysis and thematic pattern recognition of both quantitative & qualitative data;
- Proficiency in innovation, prototyping and problem-solving;
- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge in using other productivity and editing tools, including Adobe Suite, Miro and Smartsheet.

Language skills:

- Fluency in both oral and written 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.