

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Economics
Organizational unit:	Strategy and Analysis Unit
Country and Duty Station:	Namibia, Windhoek
Internship duration:	6 months
Supervisor's name:	Alka Bhatia
Supervisor's title:	Economics 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:

UNDP Namibia, Country Office (CO) is re-focusing its efforts to support innovation, knowledge management and an evidence based approach to enhance UNDP's leadership as a thought leader in sustainable human development. To respond effectively to the corporate UNDP Strategic Plan 2018-2021 and the National Development Plan priorities, the CO, seeks to enhance development effectiveness by improving systems, tools and mechanisms for national policy and strategy planning, analysis, monitoring, evaluation and reporting, especially on the twin challenges of poverty and inequality confronting Namibia today. Importantly, the CO is moving to strengthen its research and analytical capacity to provide strategic policy

advisory services and buffer the upstream engagement of UNDP to accelerate the achievement of SDGs.

Scope of Work

UNDP's country programme in Namibia is structured around the themes of Poverty and Environment, with gender and governance as cross cutting themes. The CO Strategic Analysis Unit (SAU), headed by the Economics Advisor, provides strategic advice to the UN/UNDP management and programme team on issues relating to national planning and implementation of the global and regional agenda, Agenda 2030 and Agenda 2063 respectively as they affect human development outcomes. SAU also assists Government counterparts by facilitating knowledge building on development issues. The main functions are: Policy Advisory Services, Research, Advocacy and Capacity development.

- a) **Policy Advice:** Deliver high quality policy and technical advice to the RC/RR, UNCT and the government on sustainable socio-economic development. This includes evidence based support to national and sectoral planning processes both within the government and the UN.
- b) **Research:** Carry out quality and credible policy research to generate knowledge and application. This will entail rigorous application of social science research methods, detailed presentation of results, and production of policy notes, and poverty reporting;
- c) **Advocacy:** Undertake advocacy on global developmental issues, knowledge products including Sustainable Development Goals (SDGs), Human Development Reports (HDRs), Africa Human Development Report (AFHDR) and National Human Development Report (NHDR) to influence policy. This will entail making specific policy recommendations, publicize, and seek access to decision-makers; and
- d) **Capacity development:** Strengthening institutional capacity for policy reform through training for UN/UNDP and Government on economic issues, policy analysis, development planning, development monitoring, macroeconomic analysis and transformational change for leadership in policy reform.

For purposes of the research component, the services of an Intern are required. Under the guidance of the Economics Advisor, the intern will assist in data collection and information gathering to support ongoing and proposed research, policy/strategy development. While supporting the SAU, the Intern will gain valuable insight into the working of the UN system as well as build his/her capacity for future work opportunities.

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 Analysis ▪ Contribute substantial input to development of work plans, research questions, concept notes, and field research; • Conduct interviews with a variety of actors (government, NGOs, CSOs, youth groups, etc.), using a full-range of qualitative research techniques • Help to develop and coordinate research dissemination and follow-up activities, including data management	% 20 20 10
2	Policy Briefs/Knowledge Products ▪ Assist in authoring research reports, briefing notes, policy papers, and other materials as required; • Provide insights into the findings of field research, using substantial local knowledge (political, institutional, cultural, etc.) ▪ Identify possible areas for partnership with local organizations, universities, research institutions, etc.;	% 30 10 5
3	Other: • 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: **Economics** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- **Knowledge of stata will be an asset**

Language skills:

- **Fluency in 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.