

Terms of Reference
Partnerships Research and Communication Intern

Type of Contract:	n.a.
Post Level:	Intern
Languages Required:	English, other RBEC languages considered an asset
Duration:	June 2018 – November 2018 (6 months)
Location:	Istanbul, Turkey

1. Background

The UNDP RBEC Regional Programme Document for Europe and the CIS (RPD for ECIS) 2018- 2021 was approved by the Executive Board in January 2018. The theory of change underpinning the new regional programme recognizes that achieving the 2030 Agenda and the sustainable development goals in the region requires: (a) effective governance systems to accelerate structural transformations; (b) greener, more inclusive economies and gender equality to ensure that economic growth leaves no one behind and restores, rather than further depletes, the natural capital; and (c) risk-informed development pathways to build resilience and prevent shocks and crises. Partnerships, innovation and scaled-up development financing lie at the heart of efforts to meet this challenge.

As part of UNDP's efforts to enhance strategic positioning and partnership profile globally, including in countries of Europe and the CIS, UNDP seeks to catalyze action that will help governments take advantage of multilateral funding for development and lead to new and innovative partnerships, including with International Financial Institutions (IFIs), private sector, foundations and the new and emerging donor governments.

Within the framework of the Regional Programme 2018-2021, the UNDP RBEC Partnerships Team seeks to recruit an intern to support the team's work particularly with research and light communication deliverables. The intern will support the team and selected UNDP Country Offices in mapping partnership opportunities (including donor portfolios) and providing on-demand support to information gathering for resource mobilization, including the partnership potential for the region of China's increasing development cooperation efforts.

The intern will undertake activities related to UNDP's new partnerships agenda, with focus on the support to UNDP Country Offices in the area of resource mobilization and emerging partnerships (including China), engagement with the private sector including foundation and support to the capacities of the region's emerging donors.

The intern will report to the Team Leader, New Partnership and Emerging Donors, UNDP Istanbul Regional Hub.

2. Duties and responsibilities

Under the supervision of the Team Leader, New Partnerships and Emerging Donors, UNDP Regional Bureau for Europe and the CIS, and in close collaboration with the Partnerships Development Analyst and the Resource Mobilization Consultant working in the same Team, the Partnerships Research and Communication Intern will conduct desk research, contribute to donor

intelligence (especially related to China), and support resource mobilization and partnership development activities of the UNDP Istanbul Regional Hub.

The intern will undertake the following tasks:

- a) Provide support for on-demand thematic or donors-specific resource mobilization research, provide support in monitoring and provision of regular updates on the international development landscape in the RBEC region for UNDP Country Offices (including providing supporting research for the Partnerships newsletter) and thematic teams at the UNDP Istanbul Regional Hub. The intern will particularly focus on China's development cooperation interests and activities in the region and the potential for cooperation with UNDP;
- b) Provide support in elaborating a private sector engagement mapping and adjacent case studies in the ECIS region (targeting UNDP Country Offices);
- c) Provide support with communicating and raising awareness on the development contribution of new/emerging donor countries in the ECIS region and on UNDP's partnerships with these donors;
- d) Provide support with the organization of events (including for example regional trainings for new/emerging donor countries in the ECIS region);
- e) Provide support with administrative tasks as needed;
- f) Provide support with translations (if needed and depending on the linguistic abilities of the selected intern).

Timeframe: The intern is expected to work with the Istanbul Regional Hub New Partnerships Team for a period of 6 months June 2018 – November 2018.

Competencies:

- Excellent writing and editing skills;
- Excellent research skills;
- Strong analytical abilities;
- Good social media skills;
- Ability to work in team, openness to change and ability to receive/integrate feedback;

3. Qualifications

Interns are selected on a competitive basis, provided that the following conditions are met:

Education:

Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
- Have graduated with a university degree in fields such as international development, international relations, political studies, communications or related field;

Experience:

- Previous related work experience in a Research and Communication would be an asset but is not required.
- Computer literacy in standard software applications;
- Strong interest in international development and partnerships for development;

Preferable skills:

- Knowledge of using design software tools;

Languages:

- Excellent writing and editing skills in English;
- Knowledge of additional UN official languages is a plus;

4. Financial aspects

Internships within the UN system are unpaid and subject to conditions the applicant must get familiar with prior to signing his/her internship agreement.

UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship.

The costs associated with the internship must be borne by the nominating institution, related institution or government, which may provide the required financial assistance to its students; or by the student, who will have to obtain financing for subsistence and make his or her own arrangements for travel, accommodation etc.

Selected candidate(s) must submit following documents:

- Official letter from the University confirming enrollment in a graduate-level degree programme;
- Proof of medical and life/accident insurance valid for the location in which the internship will be carried out. Selected intern must have medical and life insurance.

Interns are not staff members and may not represent UNDP in any official capacity.

It is important to note that interns are responsible to arrange for their own visa and residence documents, and need to plan for these well in advance.

5. Subsequent Employment

The purpose of the Internship Programme is not to lead to further employment with UNDP but to complement an intern's studies.

Therefore, there should be no expectation of employment at the end of an internship.

More information available at:

http://www.eurasia.undp.org/content/rbec/en/home/about_us/jobs/internships.html