

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Trade and Agribusiness
Organizational unit:	Environment and Natural Resources Portfolio
Country and Duty Station:	Belgrade, Serbia
Internship duration:	3-6 months
Supervisor's name:	Milena Kozomara
Supervisor's title:	Portfolio Manager

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 United Nations Development Programme (UNDP) supports Serbia to achieve sustainable development that leads to transformational change, bringing about real improvements in people's lives. We promote an integrated approach to achieve sustainable development by tackling the interconnected issues of multidimensional sustainability and poverty, inequality and exclusion, while enhancing knowledge, skills and production technologies to reduce risks and sustain development gains. UNDP supports Serbia to manage the environmental and agricultural sector in a sustainable manner, and it helps its partners build their capacity to integrate environmental considerations into development plans and strategies, establish effective partnerships, secure resources, and implement programmes to support sustainable development pathways. UNDP works in partnership with the Government of Serbia, development partners, UN agencies, civil society and local

communities to help identify local solutions to meet global and national development challenges through a range of interventions that combine UNDP's expertise and comparative advantage.

Within the Environment and Natural Resource portfolio, UNDP CO Serbia provides support to the Government of Serbia (i.e. Ministry of Agriculture, Forestry and Water Management) in implementation of the project "Aid for Trade: Support to Productive Capacities in the Agro-industrial sector in Serbia", financed by the Russian Federation-UNDP Trust Fund for Development. The objective of this project is to promote inclusive growth through promoting productive capacities and competitiveness within the agro-industrial sector in Serbia. The project is focused on increasing trade and increasing/stabilizing income generation in rural areas. The project is achieving this goals through the following two components: first, providing assistance to farmers and processors to improve their productive capacities and increase their knowledge on market and export information. Second, the project will strengthen cooperatives and farmers associations to participate in relevant decision-making processes. In addition to this, the project is working on promotion of the potentials of Serbian agriculture through supporting participation of producers and processors in international fairs and other promotional events. The project is also focused on optimizing the national legal and regulatory frameworks in selected areas to facilitate an enabling environment for export opportunities, with a special focus on increasing the number of certified export facilities.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Provide support for project implementation management: - Provide operational support to the activities implemented within Aid for Trade project; - Provide logistic support to Portfolio's seminars, workshops, conferences and other events.	30%
2	Provide support to research and analysis: - Provide support to research, analyses and studies conducted within the portfolio related to Aid for Trade project; - Compile best practices, lessons learnt, experiences and stories on key thematic development areas.	60%
3	Other: Perform any other duties within the scope of the portfolio, as required.	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: **Economics and Trade, Finance, Agricultural Economics, Rural Development, International Trade** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge of Project Management tools is an advantage.

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.