

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Democratic Governance and Peacebuilding
Organizational unit:	UND Regional Service Centre for Africa Democratic Governance and Peacebuilding Cluster
Country and Duty Station:	Ethiopia, Addis Ababa
Internship duration:	Six months
Supervisor's name:	Simon Ridley
Supervisor's title:	Justice and Human Rights Specialist

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) regional programme for Africa outlines key achievements, opportunities and challenges towards advancing sustainable human development – the process of enlarging space and inclusivity, transforming the economy to deliver for people and building a robust social contract.

The specific objectives of the UNDP RSCA for Governance and Peacebuilding project for Africa include the following:

1. Promote strong, inclusive and effective democratic governance systems to ensure participation and voice for the poor and other excluded groups, including women, youth and HIV affected populations,
2. Strengthen regional legislative and judicial institutions to perform their core functions, fight discrimination and address

emerging issues such as corruption risks, and 3. Support the African Union and the RECs to harmonize policies, legal frameworks and regulations for expanding South-South and triangular cooperation to maximize mutual benefits for member states.

To assist in the deepening of democratic governance in Africa, the Governance and Peacebuilding Team at the RSCA provides policy, programming, knowledge management and capacity development support to Country Offices and regional institutions in the areas of civic engagement, access to justice and human rights, electoral systems and processes, local governance and decentralization, anti-corruption, parliamentary development and political parties, public administration reform, women's political empowerment, and country led democratic governance assessments.

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	Technical support to UNDP's work on Peacebuilding • Support core components including peacebuilding, conflict prevention, prevention of violent extremism, human rights, migration and displacement • Support organization and coordination of regional meetings, training and learning activities • Support the compilation of progress reports based on the approved work plans and in accordance with the principles of results based management (RBM) • Provide comments on new Country Programme Documents developed for Country Offices in collaboration with Technical experts and thereafter proactively support Country Office requests for assistance as it relates to core governance, rule of law and human rights issues • Provide technical support to priority regional projects including migration, radicalisation/violent extremism, elections, gender as well as the Great Lakes, Horn of Africa and Sahel Initiatives • Undertake programme analysis work which will lead to the preparation of briefing notes/concept papers and the recording of all substantive matters in notes to the file / reports available on timely basis on the project • Conduct analysis and provide policy advice on priority governance and human rights issues and provide to senior management • Undertake and contribute to policy analysis work in the Governance Portfolio including the preparation and review of UNDP publications and the preparation of briefing notes for UNDP senior management in RSCA. • Assist in the mobilisation of resources for implementing human rights activities under the Regional Programme and at country office level • Assist with preparation of background and issues papers on thematic areas under governance and peacebuilding, including country review reports as needed • Assist with maintenance of all data and records relevant to Governance and Peacebuilding Team. This may include developing/updating the database for various expertise/ consultants in respective thematic areas under Governance and Peacebuilding Cluster	80%
2	Other: • Support other/ad hoc activities as seen relevant and needed.	20%

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: **Law, Political Science, Human Rights, International Relations or Social Sciences** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- **Knowledge of databases**

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.