

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Innovation
Organizational unit:	Bureau for Policy and Programme Support
Country and Duty Station:	Amman, Jordan
Internship duration:	3 months
Supervisor's name:	Jennifer Colville
Supervisor's title:	Innovation Team Lead, Arab States

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 Regional Hub for the Arab States in Amman, Jordan, expands and revitalizes UNDP's presence in the Arab region. It provides policy advice and programmatic support to country offices in the region in an effort to be more responsive to increasing needs across the region. It also comes as part of UNDP's global effort to become a more effective and efficient organization, fit for its purpose – to help countries achieve the Sustainable Development Goals (SDGs), and leave no one behind.

UNDP emphasizes the need to identify, explore, test, evaluate and scale up innovative approaches across priority subject areas, in programme development, management and review, through established and new knowledge and collaboration partnerships, and as a key part of our own institutional innovation. UNDP focuses on the following two areas: (1) Innovative methodologies and tools for scanning the horizon, collecting and analysing data, and ideating, designing, prototyping and testing development solutions; and (2) Innovative

methodologies and tools for scaling up demonstration projects identified/developed and ready for application. Collaboration across sectors (public, private, civil) with traditional partners and as well as those actors less historically engaged is a key element of this strategy.

The UNDP Innovation Facility, launched in 2014, supports initiatives that a) strengthen UNDP's position as a leading advisor on innovation for development; b) enable national development actors to co-create value; c) increase understanding of the role and value of innovation for development; d) support social innovators both within the organization and from the broader development community; and finally, e) enhance UNDP's own performance efficiency through innovative practices.

The regional Innovation team, situated in the Regional Hub for the Arab States, coordinates the allocation of funding and the substantive support to Country Offices on the above areas of focus.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
	The objective is to support the development and realization of the Innovation agenda in the Arab States region. The innovation team has been in place in the region for almost three years, and has made good progress in raising visibility of the innovation agenda among key stakeholders, increasing familiarity with various innovation methodologies and tools among staff and national partners, and developing partnerships needed to increase the impact of the work. The scope of the work would be to support communications and knowledge-sharing across countries and thematic areas, and to conduct research on emerging trends that would support the development of new services lines. ; support advocacy and communications efforts; and manage the regional innovation community	
1	Support advocacy and communications efforts ; • Document good practices, cases studies, innovations and pilot models for wider dissemination and sharing • Draft or support drafting of blog posts and other externally-facing pieces on emerging trends in innovation • Prepare knowledge and communication products for advocacy and outreach, related to national, regional and global initiatives within UNDP's innovation portfolio	67%
2	Manage the regional innovation community • Support facilitation and interaction of the Innovation for Development network • Click or tap here to enter text. • Click or tap here to enter text.	10%
3	Other: • Support other/ad hoc activities as seen relevant and needed.	23%

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: **International relations, international development, social innovation** or equivalent.

IT skills:

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