

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	South-South Cooperation Programme Officer
Sector of assignment:	South-South and Triangular Cooperation
Organizational unit:	South-South Cooperation & Development Effectiveness Team
Country and Duty Station:	Addis Ababa, Ethiopia
Internship duration:	6-9 months
Supervisor's name:	Orria Goni
Supervisor's title:	Policy 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:

The United Nations Development Programme (UNDP) envisions to contribute to Africa's efforts to eradicate poverty and reduce inequalities and exclusion through the implementation of UNDP's Strategic Plan.

In view of the transforming development cooperation landscape and the ambitious goals set out by the 2030 Agenda for sustainable development, it is more than ever crucial to mobilize a variety of sources for development finance and implementation of national development priorities. In this sense, South-South Cooperation has become an opportunity on the rise for technical and financial cooperation for partners from the South, whereas the respect of Development Effectiveness related principles can ensure that the available resources are used effectively.

UNDP's South-South Cooperation and Development Effectiveness Team (SSC&DE Team) in the Africa Region covers activities related to regional and country level support in the implementation of the African development priorities with a particular focus to its alignment with South-South Cooperation & Development Effectiveness principles as per UNDP's South-South Cooperation Strategy and the Global Partnership for Effective Development Cooperation (GPEDC). The team collaborates closely with the other units in order to establish linkages between these cross-cutting principles and programme achievements and works with the GPEDC UNDP/OECD Joint Support Team in the region, including in the organization of the upcoming GPEDC High Level Meeting.

The team at the Regional Centre for Africa is looking for a competent intern who will support the South-South Cooperation and Development Effectiveness Advisor based in Addis Ababa, Ethiopia.

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, Policy Analysis and Knowledge Management: • Assist in the mainstreaming of South South/Triangular Cooperation Principles into national development programmes and strategies, including through the SDGs domestication process; • Provide support to countries in the codification of good practices and in their dissemination through SSMART and South-South exchanges to other countries; • Support SSC&DE team in the research and policy analysis of African trends and challenges on merging South South/Triangular Cooperation partnerships; • Maintain regional needs assessment mappings and databases on South South/Triangular Cooperation in a structured way; • Draft, review and edit concepts notes, knowledge products and presentations on the subject matter for internal and external purposes.	50 %
2	Support to workshops and events: • Support the team in organizing webinars and online Communities of Practice; • Provide substantive, administrative and logistic support to regional and global events related to South-South Cooperation.	30 %
3	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: an area related to international development, social sciences, economics, law or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Computer literate in standard software applications;

Language skills:

- English and French are 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.