

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Gender Equality
Organizational unit:	Gender Equality Team
Country and Duty Station:	UNDP IRH
Internship duration:	6 months
Supervisor's name:	Bharati Sadasivam
Supervisor's title:	Team Leader

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 Gender Equality Team at the UNDP Istanbul Regional Hub (IRH) supports UNDP Country Offices in the Europe and Central Asia region with a range of advisory services to advance gender equality and women's empowerment. These include the design and development of programmes and strategic initiatives, promoting engagement with women's organizations and other civil society partners, and strengthening innovative approaches, peer learning and strategic partnerships within and outside the region. It also supports the design and implementation of regional and sub-regional initiatives to promote gender equality and women's empowerment and tracks and presents the results achieved by UNDP programmes and initiatives in the region in advancing gender equality and women's empowerment.

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	<u>Research, documentation and knowledge management</u> • Conduct research on gender equality issues in countries and territories in the region to contribute to the work of IRH • Contribute to training and learning materials on gender mainstreaming (e.g. presentations, webinars, background briefs) • Assist in the preparation and editing of other written materials (e.g. briefing notes and talking points, fast facts sheets, overview of results) • Contribute to innovative advocacy campaigns to promote gender equality and women's empowerment and social media presence Click or tap here to enter text.	50%
2	<u>Meetings and events</u> • Support the organization of internal and external regional meetings and events involving UNDP staff and external gender equality practitioners (e.g., conferences, launch events for publications, internal presentations). Click or tap here to enter text. Click or tap here to enter text.	30%
3	Other: • Provide general support to the work of the Gender Equality Team (e.g. participate in meetings and provide reports and minutes, assist with reporting requirements).	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: gender studies, human rights, international relations, social sciences, ethnology, public policy or equivalent.

IT skills:

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

Language skills:

- **English** required;
- Knowledge of other **Russian** is an advantage.

Other competencies and attitude:

- Self-starter, with ability to multi-task and work to deadlines;
- Excellent relationship management and ability to work in a multi-cultural environment;
- Attention to details;

- Strong communications skills, especially in various forms of online communications and social media.

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.