

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	NHDRO
Organizational unit:	Programme
Country and Duty Station:	Brazil, Brasilia
Internship duration:	6 months
Supervisor's name:	Andrea Bolzon
Supervisor's title:	National Human Development Report Coordinator

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:

To support the implementation of Agenda 2030 and SDGs in Brazil is an essential part of UNDP's Country Office mandate. UNDP is working, in partnership with the Brazilian Government and other partners, on the social mobilization and territorialisation of SDGs to reach areas and communities where progress has been slower. The main goal is to make real the declaration "leave no one behind". The focus are to strengthen social participation mechanisms to ensure the elaboration and implementation of inclusive public policies, in a favourable and profitable business environment, with protection to the environment.

Another part of this effort will be focused on initiatives related to knowledge management, as well as monitoring of the 169 targets defined for the SDGs. The indicators for follow-up will be decided based on the

discussions and proposals prepared by IAEG during 2018. The establishment of additional national indicators is in turn the prerogative of countries, that will decide taken into consideration the availability and nature of numbers at national, regional and local levels. So far, within the UN Statistical Commission, 232 indicators have been identified (with different levels of complexity). Those indicators should be disaggregated by income, gender, age, race, ethnicity, migratory status, disability and geographical location.

Within the UNDP framework, the National Human Development Report Office (NHDRO), which is responsible for the dialogue related to human development reports at global, regional and national levels, should provide technical knowledge to the process of implementing Agenda 2030 in the field of production and knowledge management in general, especially regarding the monitoring of development indicators.

The experience of the HDR team in defining, producing and disseminating the access to indicators and indexes, as well as in the constitution of Business Intelligence (BI) tools will be key to the constitution of new processes of agreement related to indicators, as well as for the constitution of new BIs. It should be added that other related areas of the UNDP Country Office itself, as well as partner institutions at multiple levels of action, will be added to this effort to provide a robust and useful monitoring system to guide efforts towards of the SDGs.

It is worth mentioning that the area of HDR is responsible for the Human Development Index (HDI) adapted to the Brazilian case (designated Municipal HDI) and the Atlas of Human Development in Brazil (an online platform, with more than 25 million accesses since its launch in 2013, with 200 indicators at municipal and intra-metropolitan level: www.atlasbrasil.org.br), which have a strong impact on policy development, decision making and analysis at different levels of government - federal, state and municipal, as well as private sector initiatives.

Under the guidance and supervision of the Coordinator of the Human Development Report (RDH), the Intern will: 1) contribute to the construction of databases (including the promotion and participation in dialogues for the definition of sources and indicators, the normalization of data, the constitution of indicators, the construction of synthetic indexes); 2) contribute to the elaboration of quantitative analyses in the area of human development and sustainable development; and 3) contribute to the redesign and construction of BIs that make the data and information collected accessible.

The Intern should adopt a results-oriented approach, in addition to working closely with the HDR team and other areas of UNDP Country Office. It should also establish working relationships with other UN agencies as well as specialized national and international organizations and agencies and research institutes in the process of building databases and BIs.

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	Construction of databases • Analysis of limits and possibilities of diverse sources of quantitative data • Selection, normalization and smoothing of data (through application of statistical methodologies to complex data) • Support for the construction of BIs • Support for the construction of synthetic indicators and indexes	50%
2	Analysis of results (observation of frequencies and trends, modelling, proposition of crossings); • Presentation of results in different formats (texts for discussion, tables, graphs, maps) • Participation in internal and external discussions, advising the HDR unit regarding quantitative analysis • Click or tap here to enter text.	40%
3	Other: • Support other/ad hoc activities as seen relevant and needed.	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: **Statistics, Social Sciences, Development Studies** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- **Knowledge of statistics software such as STATA, SPSS, R**

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.