

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Democratic governance and peace building
Organizational unit:	Programme Unit
Country and Duty Station:	Côte d'Ivoire / Abidjan
Internship duration:	Six(06) months
Supervisor's name:	Giscard KOUASSI
Supervisor's title:	Governance Programme 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 UNDP Office of Côte d'Ivoire is working on the 2017-2020 programmatic cycle on issues of inclusive sustainable development and on governance, the rule of law and social cohesion in a context of transition. The Country Office is engaging with the Government in implementing a major peacebuilding support program to help the country maintain a lasting peace. Important initiatives are being implemented in partnership with the Government to strengthen democratic governance and social cohesion. In addition to implementation, the Country Office undertakes applied research and disseminates knowledge on how countries take different pathways to prevent crisis and consolidate peace. Of direct importance in analysing these trajectories is the way in which countries evolve in addressing inequalities in society, in particular gender equality and women's empowerment. The Internship aims to : provide a framework by which students from diverse academic backgrounds may be assigned to UNDP offices, where their educational experience can be enhanced through practical work assignments; expose them to an international environment; expose them to work of the Organization with the objective of deepening their knowledge and understanding of UNDP's goals, principles and activities; and provide UNDP offices with the assistance of qualified students specialized in the area of democratic governance and peace building.

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	<ul style="list-style-type: none">• Provide relevant support on issues pertaining to governance and social cohesion; providing inputs to all documents produce by the Unit;• Undertake research and policy development analysis on governance and peacebuilding, drawing on experiences from across the UN system, UNDP country offices, regional hubs, other global policy centers and UNDP Headquarters, as well as research and policy entities;• Provide research support to the preparation of analytical pieces/ policy briefs on comparative practical experiences;	40%
2	<ul style="list-style-type: none">• Support the monitoring of the implementation of governance portfolio projects;• Contribute to the territorialisation of the SDGs;• Support the completion of corporate exercises including programme quality assurance, transparency dashboard, etc.;• Support gender mainstreaming in office initiatives through notes or advice support	40%
3	Other: <ul style="list-style-type: none">• Participate in activities (seminars, workshops, meetings) organized by the Bureau or projects;• Perform any other task as assigned by the Governance unit's Team Leader.	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: Relevant knowledge in areas related to democratic governance like human rights, governance of inclusion and empowerment of women, social cohesion or equivalent.

IT skills:

- Good communication, writing/drafting and researching skills;
- Good organizational, time management and strong interpersonal skills;
- Attention to details and proven ability to work independently and effectively.
- Knowledge of the UN/UNDP and commitment to UNDP mandate is an advantage;
- Demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views
- Knowledge and a proficient user of Microsoft Office productivity tools.

Language skills:

- French is required and English is desirable;
- 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.