



## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Private Sector Development
Organizational unit:	<a href="#">Business Call to Action</a> (BCtA), <a href="#">International Center for Private Sector in Development</a> (IICPSD)
Country and Duty Station:	Turkey, Istanbul
Internship duration:	9 months
Supervisor's name:	Nazila Vali
Supervisor's title:	Knowledge Management and Partnerships Lead

### 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:

Launched in 2008, the [Business Call to Action](#) (BCtA) is a global membership platform that encourages private sector companies to develop innovative business models that combine profitability with development impact, in support of the United Nations Sustainable Development Goals (SDGs).

The Business Call to Action is a unique multilateral alliance between key donor governments including the Dutch Ministry of Foreign Affairs, Swedish International Development Cooperation Agency (Sida), Swiss Agency for Development and Cooperation (SDC), UK Department for International Development, US Agency for International Development, the Ministry of Foreign Affairs of the Government of Finland, and the United Nations Development Programme — which hosts the secretariat.

BCtA members are market leaders and innovators, committed to developing commercially viable business ventures that engage people living at the Base of the Economic Pyramid (BoP) as consumers, producers,

suppliers, and distributors of goods and services. In more than 65 countries, business leaders are spearheading efforts to provide the poor with the tools and resources they need to succeed by promoting economic opportunity. BCtA provides a leadership platform for companies to demonstrate their commitment to development and to access global expertise on innovation at the BoP.

In an effort to identify innovative inclusive business models worldwide, BCtA seeks to enlist an Istanbul-based intern who will support the programme's outreach and corporate engagement team by identifying promising inclusive business models across geographic regions, conducting risk assessment and membership analysis, and providing other programme and operational support.

### III. DUTIES:

No	Duties and responsibilities	% of time
Under the supervision of the BCtA Programme Manager and in close collaboration with the BCtA team members, the intern shall perform, inter alia, the following tasks:		
1	Conduct research on inclusive business topics and support the publication of reports and other materials;	25%
2	Develop presentation and communication materials (knowledge products, speeches and presentation, brochure, newsletter, success stories, etc);	25%
3	Support the preparation and implementation of events, trainings, webinars, and workshops;	25%
4	Support in other ad hoc activities, which might include but are not limited to updating BCtA website; maintaining BCtA's information management system and helping BCtA's outreach activities.	25%

### 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: economics, international relations, development studies or equivalent.

#### Experience:

- Experience and good understanding of private sector engagement in development, corporate sustainability (ESG standards, reporting practices), Sustainable Development Goals (SDGs) and inclusive business/shared value/responsible business (attained through studies or work experience);
- Experience in producing high-quality analytical briefs, reports, write-ups and summaries, concept notes;
- Good command of Microsoft office programmes (Excel, Word, Power Point) and strong skills in producing presentation materials;
- Strong interest in economic development and the role of the private sector in contributing to poverty reduction;
- Previous experience in working and/or living abroad highly valued.

#### IT skills:

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

**Language skills:**

- Excellent 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.