

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Smart city (urban resilience)
Organizational unit:	Sustainable Growth and Resilience
Country and Duty Station:	Armenia, Yerevan
Internship duration:	6 months
Supervisor's name:	Armen Chilingaryan
Supervisor's title:	Disaster Risk Reduction programme 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:

The United Nations Development Programme (UNDP) in Armenia, in partnership with the Government of Armenia, works to support the Sustainable Development Goals' implementation, developing capacities of counterparts at national, regional and local levels, as well as promoting and integrating the concept of sustainable and resilient development in decision making processes.

Within Sustainable Growth and Resilience portfolio, the Disaster Risk Management programme seeks a qualified Intern to support the team in enhancing urban resilience concept in Armenia and outlining key strategic directions for Smart city development.

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	Smart city concept <ul style="list-style-type: none">• Conduct assessment of Smart city development perspective in Armenia, suggesting several potentially applicable models, and outlining key strategic directions for enhancing urban resilience in the country.• Research and present recommended smart tools and technologies supporting urban resilience infrastructure development.• Conduct, jointly with UNDP and Ministry of Emergency Situations a presentation and training on mainstreaming smart city development components at Municipal level, and related fields.	45%
2	Innovation for resilience <ul style="list-style-type: none">• Explore innovative approaches and incentives for mainstreaming principle of resilient development in municipal governance and planning, integrating urban infrastructure with local environmental/disaster risk reduction needs;• Explore innovative mechanisms for private sector engagement and new partnerships for leveraging financing for smart/resilient development.• Click or tap here to enter text.	40%
3	Other: <ul style="list-style-type: none">• Support Disaster Risk Reduction programme team with research, development of new models and other tasks, aimed at enhancing urban resilience.• Support other/ad hoc activities as seen relevant and needed.	15%

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 or environmental studies (focus on disaster risk reduction) or development studies (focus on resilient development)** or equivalent.

IT skills:

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

Language skills:

- **English** required; **Russian** - 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.