**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Intern

Sector of assignment: SDG Integration / South-South and triangular cooperation (SSTC)

Organizational unit: United Nations Development Programme

Country and Duty Station: United States of America, New York HQ

Expected duration: 9 months

Expected starting date: TBC, ideally by 1 September 2023

Supervisor’s name: Juliana Gargiulo

Supervisor’s title: Policy 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. RECEIVING OFFICE BACKGROUND:**

UNDP’s Global Policy Network (GPN) has the responsibility for developing all relevant policy and guidance to support the results of UNDP’s Strategic Plan. The GPN assists UNDP and its partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. The GPN also supports UNDP and partners to be more innovative, knowledge and data-driven, including in its programme support efforts.

The SDG integration team (SDGi team) within the Bureau for Policy and Programme Support (BPPS) facilitates the delivery of an effective integration offer to countries and the UN Development System, being SSTC part of this offer, leveraging substantive connections across teams and approaches to complex challenges, leading a new way of working across UNDP’s flagship initiatives, workstreams and capacities. SDG Integration brings together colleagues globally to brainstorm ideas and concepts, co-design integrated policy solutions, and share lessons across a range of issues related to integrated approaches to sustainable development: from the latest thinking and experiences of digital, and comparative experiences in SDG financing, to cutting edge innovations that are driving acceleration and address gaps, backed by data driven and evidenced based approaches. The SSTC Team of the SDG Integration works to achieve an increased scale of UNDP’s interventions through SSTC, by articulating the direction of UNDP’s work in SSTC, developing UNDP’s SSTC policy, guidance and programme offer, contributing to increased research and analysis on SSTC, being an active member of the SSTC Inter-agency mechanism led by the UN Office for South-South Cooperation (UNOSSC), and fostering engagement and mutual learning across all levels within UNDP on SSTC.

Under SDG Integration (SDGi), the SSTC team has a substantive role in ensuring that UNDP’s programmes and projects are informed by and leverage SSTC as a fundamental approach to development cooperation and one of enablers for achieving the SDGs and sustainable development.

In addition, the team works with UNOSSC as the Joint Secretariat of the  [South-South Global Thinkers Network](https://www.ssc-globalthinkers.org/homepage) through a global project, expanding and deepening the understanding and knowledge of SSTC through stronger partnerships with major think-tank networks and further informing policy making and practice in SSTC through research, analysis and data. Through this collaboration, the team contributes, together with UNOSSC, to advancing UNDP’s thought leadership and sharing of knowledge and solutions.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Knowledge Systematization and Communication**   * Support the mapping of key partners and countries’ priorities, including their good practices and needs on thematic areas; * Act as the day-to-day focal point for the online network on South-South Triangular Cooperation (SSTC) and knowledge-sharing platform for UNDP’s SSTC practitioners, including through implementation of the team’s communication engagement plan, social media content creation, drafting of inputs to newsletters, synthesis of success stories and good practices, and posts for different communication channels (e.g. Yammer, South-South Galaxy), etc. * Support the development of relevant knowledge products and/or tools, in collaboration with relevant colleagues and UNDP Communities of Practice (CoPs) as appropriate, for internal and external purposes (e.g. building capacities in UNDP country offices, external visibility, reporting, etc.). * Identify other visibility and outreach opportunities as appropriate. | **50%** |
| 2 | **Policy Research and Analysis**   * Under the direct supervision of other team members, analyze research trends in SSTC and identify linkages / key areas of support for UNDP's work in advancing SSTC agenda * Contribute to policy research and to the development of policy / practice products such as issue briefs, discussions papers, country stories, blog posts and practice notes etc. | **30%** |
| 3 | **Logistical / Event Support:**   * Provide logistical support to various events, including high-level events such as the Global South-South Development Expo (GSSD Expo), internal and external workshops, side events and Steering Committee meetings, among others. | **20%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

Education:

Candidates must be currently enrolled in a postgraduate programme (such as a Master’s programme or higher) in a development related field such as international relations/international development studies, social affairs, economics, public administration, public policy, or; or have graduated no longer than 1 year ago from a university degree or equivalent studies in any of the above-mentioned fields.

Experience:

* Previous experience in research and/or international policy development, communications, advocacy, is an asset, and experience in developing countries is desirable.
* Knowledge of, or direct experience working on SSTC is an asset.

IT skills:

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Strong online research skills.
* Skills in graphic design and video production as well as excel and database management skills are considered assets.

Language skills:

* Excellent written and oral communication skills in English is 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.