**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Intern – Tax for Sustainable Development Goals

Sector of assignment: Tax for SDGs

Organizational unit: UNDP Africa Sustainable Finance Hub

Country and Duty Station: Pretoria, South Africa (/home-based)

Expected duration: 6 months

Expected starting date: February 2023

Supervisor’s name: Orria Goni

Supervisor’s title: Regional Advisor - SDG Finance and South-South Cooperation

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

The United Nations Development Programme (UNDP) envisions to contribute to Africa’s efforts to eradicate poverty and reduce inequalities and exclusion through the implementation of UNDP’ s Strategic Plan. In view of the transforming development cooperation landscape and the ambitious goals set out by the 2030 Agenda for sustainable development and the Africa Union Agenda 2063, it is more than ever crucial to mobilize the broad of financing flows, including public, private, domestic, and international, towards the implementation of the SDG aligned national development priorities, while putting in place new, more effective and integrated approaches to managing public and private finance.

Taxes are the key funding source for investments in achieving the SDGs. Tax policy can influence desired behaviours and help attract additional investment. In addition, taxes are vital to fostering a stronger social contract between the citizens and the state. Tax for SDGs has a particular emphasis on linking tax administration and tax and fiscal policies with the broader SDGs. As one of its workstreams, Tax for SDGs continues to support the implementation of the joint OECD/UNDP Tax Inspectors Without Borders Initiative (TIWB). Further, building on UNDP CO portfolios and already existing engagements with Ministries, Tax for SDGs will bring a stronger focus on the role of tax and fiscal policy in achieving Agenda 2030. The project places a particular focus on reducing gender and social inequalities in tax and fiscal policy as well as taking forward climate action and environmental goals, and health outcomes. Representing the views of developing countries in the global normative tax discussions is critical and to this effect Tax for SDGs will also work to bring evidence and perspectives from developing countries into the regional and international discussions on taxation.

To support governments in the Africa region to plan sequenced strategies for mobilizing and aligning public and private resources to the 2030 Agenda, UNDP has established its Africa [Sustainable Finance Hub](https://sdgfinance.undp.org/) (ASFH) in Pretoria, South Africa. UNDP supports African governments in their efforts to finance the 2030 Agenda. The SDG Finance and South-South Cooperation team of ASFH is providing services to its members states to put SDGs at the heart of financial systems. The team also contributes to national and regional engages with governments and stakeholders in Africa to develop tax and fiscal policy initiatives, including knowledge products that inform discussions on key tax issues in Africa and contribute to strengthening Africa's voice on international taxation.

**III. DUTIES:**

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

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Supporting ongoing and upcoming programme work related to TIWB, Tax and the SDGs at the regional level**   * Provide research support on taxation issues in African countries, including compilation, analysis and interpretation of trends and related policies. * Provide quantitative and qualitative analysis on tax related issues in African countries and the development of relevant graphs and visuals. * Support other/ad hoc activities as seen relevant and needed. | **20%** |
| 2 | **Support to building evidence-based research on taxation issues in Africa**   * Supporting in literature review: reviewing existing research, policy reports, and government documents on taxation in African countries. * Data Collection: gathering and analysing relevant data on tax systems, revenue generation, and tax compliance in African countries. * Comparative Analysis: comparing tax systems, revenue generation, and tax compliance in African countries with other regions to identify best practices and opportunities for improvement. | **40%** |
| 3 | **Advocacy, regional dialogue, and promotion of Tax for SDGs Agenda and the ASFH service offer**   * Advocate and support the Tax for SDGs agenda through research, preparing presentations and by participating in relevant forums, conferences, and trainings. * Support monitoring progress and formulation of SDG taxation initiative. * Support management of events and consultation meetings related to Tax for SDGs Agenda and take meeting minutes. * Supporting stakeholder Engagement: attending consultations with tax experts, policymakers, and practitioners to gather insights and perspectives on tax issues in Africa. * Attending, supporting organization, and summarizing meetings, conferences, and side events to strengthen strategic engagement with partners. | **40%** |
| 4 | **Other:**  Support other/ad hoc activities as seen relevant and needed. |  |

**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 postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: **taxation, economics, finance, law, political science, public policy, and other related fields** or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Quantitative analysis tools.

**Language skills:**

* English is required;
* Knowledge of French 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.

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| **Competencies** |
| **Technical / Functional Competencies:**   * Good understanding of tax/fiscal policy, tax administration processes, public finance reforms and management. * Good understanding of Agenda 2030 and Financing for Development. * Ability to draft clearly and concisely, good writing skills; * Analytical aptitude, communication, and presentation skills; * Ability to work flexibly, innovatively, and meet tight deadlines; * Good organizational, time management, and interpersonal skills; * Attention to detail and ability to work independently and effectively.   **Personal Competencies:**   * Demonstrates integrity by modeling the UN’s values and ethical standards; * Demonstrates openness to change and ability to receive/ integrate feedback; * Ability to work collaboratively with colleagues from different national and cultural * backgrounds to achieve organizational goals; * Establishes, builds, and sustains effective relationships within the work unit and with internal * and external partners and support team efforts; * Positive and results-oriented attitude. |