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Resilient nations.

**UNDP REGIONAL HUB FOR LATIN AMERICA AND THE CARIBBEAN
(RH LAC)
TERMS OF REFERENCE - INTERNSHIP**

I. Information

Job Title: Communications and Knowledge Management Intern
Organizational Unit: UNDP Green Commodities Programme
Supervisors: Communications Lead and Administrative Assistant

Internship Duration: 6 Months, Fulltime
Duty Station: Panama City, Panama

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

Most commodity sectors in developing countries are afflicted by poor production practices that lead to increasing pressure on ecosystems and fail to improve the livelihoods of rural communities. Poor production practices lead to negative environmental impacts such as biodiversity loss, deforestation, carbon emissions, soil erosion, depletion of water resources and contamination from chemicals. In fact, the largest driver of deforestation is the production of agricultural commodities. On the social side, working conditions in commodity production are often not in line with basic labor rights. Despite recent commodity booms, small producers are

held in poverty, mostly due to low productivity and product quality.

Despite the progress made through standards and supply-chain initiative, weaknesses in the underlying enabling environment limit change at a larger scale. An effective enabling environment consists of elements such as clear public policies, a well-functioning legal framework, clarity regarding land-use planning, effective enforcement mechanisms, accessible credit structures, and effective farmer extension services. As a result of the absence of these elements, work on commodity sustainability remains less effective than it could be, and costlier and more time-consuming than it should be. Improving the enabling environments will increase the chances of sector-wide change to sustainable production practices.

UNDP established the Green Commodities Programme (GCP) in 2009 in recognition of the importance of global agricultural commodities and how they contribute to economic, social and environmental sustainability and the need to strengthen UNDP's support and leadership in the field. GCP was initiated with seed funding from the UNDP and was tasked to evolve into a global programme supporting UNDP's Strategic Plan, building on almost a decade of GEF supported projects mainstreaming ecosystem services into productive landscapes. GCP's global targets, objectives and delivery strategies are based on inclusive and sustainable growth and development – combining governments and markets in agriculture through public private partnerships and democratic dialogue processes. GCP's focus on strengthening the livelihoods of smallholder producers within commodity supply chains and reducing environmental footprints, particularly deforestation, through public private partnerships can be key for UNDP's ambitions to reduce poverty, reduce deforestation and engage the private sector in SDGs.

The Green Commodities Programme (GCP) exists to improve the national economic, social and environmental performance of agricultural commodity sectors. GCP works within agricultural commodity production in countries of UNDP operation where the programme can have significant impact on rural livelihoods, mitigate climate change, and maintain the ecosystem services and resilience of landscapes and seascapes.

The GCP has pioneered the concept of National Commodity Platforms to help governments facilitate shared visions and actions for sustainable commodity production among key stakeholders. GCP operates in over 10 countries globally.

IV. Duties and Responsibilities

Main tasks:

Support to the UNDP Green Commodities team in:

- Data collection, analysis, interpretation and presentation in flowcharts, tables or slides;
- Preparation and organization of webinars, knowledge management tools, product and activities such as workshops, Community of Practice platform and event;
- Translation, proof reading and editing of documents;
- Drafting, designing and updating communications content for the global Community of Practice, the Community of Practice event, UNDP Green Commodities Programme and the Good Growth Partnership websites and social media;
- Supporting engagement campaigns and strategies;
- Preparation of presentations, briefing notes, meeting minutes and reports;

- Maintaining internal filing system up to date;
- Managing mailing lists and photo assets;
- Conducting research and updating the knowledge database;
- Providing support on internal communications reporting;
- Other related tasks

V. Competencies and Skills

Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Interest and motivation in working in an international organization;
- Strong IT skills including MS Office;
- Excellent writing and editing skills;
- Experience with the preparation of media content is a plus;
- Experience with social media management is a plus;
- Interest in communications and content creation;
- Interest in knowledge management;
- Interest in data collection, analysis and presentation.

Personal Skills:

- Creative, proactive and supportive;
- Able to take initiative and work independently;
- Good in organizing and structuring various tasks and responsibilities;
- Ability to work in team; creating a positive environment;
- Demonstrates openness to change and ability to manage complexities;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.
- Excellent organizational, inter-personal, communication and administrative skill.

VI. Requirements and Qualifications

Education:

Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent) such as environment, agriculture, sustainable development, economics, journalism, communications, international development, social/political sciences or related fields;

or

Be enrolled in a graduate school programme (second university degree or equivalent, or higher) such as environment, agriculture, sustainable development, economics, journalism, communications, international development, social/political sciences or related fields;

	<p>or</p> <p>Have graduated with a university degree such as environment, agriculture, sustainable development, economics, journalism, communications, international development, social/political sciences or related fields or related field and, if selected, must start the internship within one-year of graduation.</p>
Experience:	<p>Experience in data collection, analysis, interpretation and presentation</p> <p>Experience in communications, writing and editing</p>
Language Requirements:	Fluent English and Spanish

VII. 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.