

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	<b>Integrated local development</b>
Organizational unit:	<b>UNDP Sao Tome and Principe</b>
Country and Duty Station:	<b>Sao Tome and Principe, Sao Tome</b>
Internship duration:	<b>6 months</b>
Supervisor's name:	<b>Viola Morgan</b>
Supervisor's title:	<b>Resident Representative a.i.</b>

### 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 ongoing UN reform premised on coherent and integrated support to help countries achieve the SDGs is being translated into strengthened support to the Government and populations of Sao Tome and Principe (STP). Accordingly, the UN will continue to sharpen its focus on increased impact and transformation, particularly at the local level. This will be done through furthering its agenda of Delivering as One (DaO) under the UN Development Assistance Framework (UNDAF). An anticipated mid-term review of the UNDAF in 2019 will help the UN, on the one hand, to identify gaps, overlaps, resulting transaction costs and on the other hand, point to opportunities for effective service delivery at various levels

In its support to Government for SDG implementation based on *leaving no one behind* and drawing from experiences in-country and elsewhere, efforts will be placed on identifying service delivery challenges such as the extent to which SDG gaps, exclusions and deprivations in social, economic and environmental spheres are spatially correlated and how these can be addressed. As well, an expanded review to cover the concentrated challenges (hot spots) of poor financial, human, institutional, and data capacities which give rise to the need for an integrated and systemic approach towards the SDGs.

Through its *integrator* role in the UN development system, UNDP will exercise strong leadership to work with Agencies and partners using all available tools and instruments towards integrated local development. The Intern will be instrumental in supporting the preparations for the mid-term review with a focus on UNDP interventions -- these include mapping of planning systems supported at the decentralized levels for SDGs prioritization, acceleration and mainstreaming. The intern will also assist in setting up the process for service delivery and integration with teams in the Resident Coordinator's Office.

### 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	<p><b>Preparatory work for integrated local development</b></p> <ol style="list-style-type: none"> <li>1. Map and consolidate development challenges highlighted by the communities and local government officials.</li> <li>2. Document performance and satisfaction levels of the communities and local authorities with the ongoing UN(DP)projects with specific emphasis on relevance, inclusion, design and implementation arrangements.</li> <li>3. Seek information on opportunities and constraints in implementation: whether coordination, budgeting, human resource, planning, service delivery, financial management and monitoring for transparency and accountability.</li> <li>4. Identify mechanisms for strengthening interlinkages between national and local development programmes and global development dialogues and processes</li> <li>5. Assist in creating a dashboard of services provided at local level in collaboration with UN Agencies.</li> </ol>	50%
2	<p>Data landscape related to needs and service delivery (Dashboard)</p> <ol style="list-style-type: none"> <li>1. Review the use of evidence-based data in selected projects/programmes with a particular focus on disaggregated data</li> <li>2. Assist in setting up a dashboard on data collection and use in UN supported programmes and projects and at field level.</li> <li>3. Identify entry points for UN to support planning and coordination processes.</li> </ol>	40%
3	<p><b>Other:</b></p> <ol style="list-style-type: none"> <li>4. Support other/ad hoc activities as assigned or seen relevant</li> </ol>	10%

### IV. REQUIREMENTS AND QUALIFICATIONS

#### Education:

Candidates must meet one of the following educational requirements:

5. currently in the final year of a Bachelor's degree; or
6. currently enrolled in a Master's degree; or
7. have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: Economics, Social Sciences, Monitoring and Evaluation, statistics or other related field.

**IT skills:**

8. Knowledge and a proficient user of Microsoft Office productivity tools;

**Understanding databases, data analysis**

Experience in research and policy analysis, and/or project management, particularly in the field of international development.

**Language skills:**

9. **English** required;
10. Knowledge of Portuguese or Spanish is an advantage.

**Other competencies and attitude:**

11. Interest and motivation in working in an international organization;
12. Good analytical skills in gathering and consolidating data and research for practical implementation;
13. Outgoing and initiative-taking person with a goal oriented mind-set;
14. Communicates effectively when working in teams and independently;
15. Good in organizing and structuring various tasks and responsibilities;
16. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
17. Responds positively to feedback and differing points of view;
18. Consistently approaches work with energy and a positive, constructive attitude.

**V. INTERNSHIP CONDITIONS**

19. UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
20. UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
21. Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
22. Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
23. Interns must provide proof of enrolment in health insurance plan;
24. Interns are not staff members and may not represent UNDP in any official capacity;
25. Interns are expected to work full time but flexibility is allowed for education programmes;
26. Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.