

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	<b>Procurement Data Analyses Intern</b>
Sector of assignment:	<b>Procurement</b>
Organizational unit:	<b>BMS/PSU</b>
Country and Duty Station:	<b>Thailand, Bangkok</b>
Internship duration:	<b>9 months</b>
Supervisor's name:	<b>Carsten Hansen</b>
Supervisor's title:	<b>Chief, PSU</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 Procurement Services Unit (PSU), an integral part of the Office of Sourcing and Operations (OSO) supports UNDP Country Offices (COs) and Business Units in Advisory and Direct Procurement activities related to UNDP Practice Areas, implemented by the respective Units. The PSU mandate, among others, covers development and updating of procurement policy, providing procurement advisory and operational support to country offices and professionalization of the procurement function. Its objectives are to support programme delivery in line with UNDP's Strategic Plan, ensure that the procurement practices reflect best practices in public procurement and to ensure that procurement in UNDP is conducted in accordance with rules and regulations, the accountability framework, all with a view to ensure appropriate risk management for UNDP.

The China Scholarship Council (CSC), through its internship program, and PSU would like to collaborate by hosting an intern to support PSUs activities. Under the guidance and direct supervision of the Chief (PSU), and secondly, the Regional Procurement Advisor for the Regional Bureau for Asia & Pacific region, the Intern will support procurement analysis, performance monitoring, outreach and research, supporting the work of PSU with a client focused, quality and results- oriented approach.

### 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	<b>Assist in monitoring and analysing a range of global performance indicators measuring UNDP procurement effectiveness and efficiency, and support conducting business analysis, including:</b> <ul style="list-style-type: none"><li>Review UNDP procurement data and develop relevant performance indicators;</li><li>Design and develop interactive visualizations and dashboards, and produce infographics;</li><li>Support analysis on opportunities to enhance procurement business process efficiencies.</li></ul>	%
2	<b>Facilitation of knowledge building and knowledge sharing;</b> <ul style="list-style-type: none"><li>Synthesis of lessons learned and best practices in Procurement;</li><li>Sound contributions to knowledge networks and communities of practice;</li><li>Preparation of presentations, training materials, webinars and reports on new business, processes, policies and systems, including innovation challenges;</li><li>Advise on the format, design and content of information materials for the Bangkok Hub as well as the region.</li></ul>	%
3	<b>Support the Regional Procurement Advisor in ensuring the timely to implementation of PSU operational and sourcing strategies:</b> <ul style="list-style-type: none"><li>Intake and tracking of advisory services across the regions</li><li>Support other/ad hoc activities as seen relevant and needed.</li></ul>	%

### 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: Computer science, systems development, data science or other relevant field or business, law; Public administration or similar, with a strong statistics and data management background.

#### IT skills:

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

#### Language skills:

- English** 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.

#### **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.