

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Human Development Report Unit
Organizational unit:	Policy Advisor
Country and Duty Station:	Brazil, Brasília
Internship duration:	6 months
Supervisor's name:	Samantha Salve
Supervisor's title:	Human Development Unit Coordinator

### 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 Human Development Report (HDR) is one of the most important vehicles for the UNDP to contribute to policy analysis and monitoring on current and future issues crucial for furthering human development in the global and local context. In Brazil, the HDI calculation and more than 200 social and economic indicators for the municipal and intra-metropolitan level were published in an online database with more than 22 million pageviews, the Atlas of Human Development ([www.atlasbrasil.org.br](http://www.atlasbrasil.org.br)). In addition, household surveys data has been updated on yearly basis in the Atlas platform. The Global and National HDR and Atlas has had an impact on the development policy making process and analysis at many distinct levels: Federal Government, State Government and Municipalities, as well as the initiatives taken by the Private Sector.

Also, in September 2015, the United Nations General Assembly adopted the Agenda 2030 for Sustainable Development and the Sustainable Development Goals (SDGs), which cover 17 goals in the areas of peace, people, planet, prosperity and partnerships, on which the public policies of the signatory countries should focus until 2030.

In this context, UNDP Brazil is now intensively engaged in the formulation of strategies towards the achievement of the SDGs in Brazil, particularly related to the adaptation of subnational indicators to measure the SDGs. One of the most important efforts in this area is the “Oeste 2030”, a project to localize the SDGs in 54 municipalities of the state of Paraná, divided in 3 lines of action: Territorial Dialogues, Monitoring and Evaluation and Training. Along with this experience, the HD area is working to support knowledge products related to the SDGs to the

state of Piauí, working closely with the Territorial Development Unit of the CO. Besides that, the area is also in charge of the coordination of forecasting studies to 2030, in partnership with the think tanks, such as the Denver University.

Based on the information produced in the area, UNDP will examine current trends in human sustainable development, with a focus on the municipal level. A series of knowledge products, to different projects and partners, are expected to be produced based on this information.

Under the overall supervision of the Coordinator of the Unit and the Statistical Manager, the intern will contribute with the process of developing flagship studies, contributing to UNDP’s policy and activities within the scope of the Human Development Unit.

### 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>2030 Agenda and Sustainable Development Goals (SDGs)</b> <ul style="list-style-type: none"><li>Assist in designing, organizing and planning the collection, evaluation, analysis, compilation and dissemination of statistical data to compute the Agenda 2030 and Sustainable Development Goals (SDGs) and related data indicators.</li><li>Assist the preparation of the statistical database(s) underlying the 2030 Agenda and Sustainable Development Goals (SDGs)</li><li>Assist in the preparation of technical documents and reports for international, intergovernmental and expert group meetings.</li><li>Assist the Unit in the organization of seminars, working groups and expert meetings.</li></ul>	50%
2	<b>International Futures:</b> <ul style="list-style-type: none"><li>Assist in designing, organizing and planning the International Futures database</li><li>Assist the Unit in the organization of seminars, working groups, meetings and workshops about the International Futures initiative</li><li>Assist the preparation of technical documents about forecasting and general equilibrium modelling scenarios.</li></ul>	30%
3	<b>Human Development Index (HDI)</b> <ul style="list-style-type: none"><li>Assist in managing and developing statistical database(s) underlying the Human Development Report and the subnational HDI.</li><li>Assist in technical support on human development analysis.</li><li>Prepare draft technical documents for international, intergovernmental and expert group meetings and assist in drafting reports.</li><li>Assist the Unit in the organization of seminars, working groups and expert meetings.</li></ul>	20%

### IV. REQUIREMENTS AND QUALIFICATIONS

#### Education:

Candidates must meet one of the following educational requirements:

- currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a bachelor's degree.

Field of study: Statistics, Mathematics, Economics, Sociology, Political science or related field or equivalent.

#### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Advanced Excel and other statistical software packages such as SAS, Stata, R or similar

#### Language skills:

- Advanced knowledge of English is required;
- Knowledge of Portuguese is an asset;
- 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.