

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Health, HIV and Development
Organizational unit:	Programme
Country and Duty Station:	Zimbabwe, Harare
Internship duration:	Nine (9) months
Supervisor's name:	Musitaffa Mweha
Supervisor's title:	Programme Officer

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:

UNDP is a founding Co-Sponsor of the Joint UN Program on HIV/AIDS, a Partner of the Global Fund to Fight HIV/AIDS, Tuberculosis and Malaria and a Co-Sponsor of several other international health partnerships. In Zimbabwe UNDP is the Principal Recipient (PR) of the HIV grant for the implementation period 2018-2020 and is also providing Support Services (Fund Administration and Capacity Building) to the Ministry of Health and Child Care (MoHCC) as the PR for the TB and Malaria grants.

In its role as PR, UNDP ensures quality financial management, timely procurement of supplies, and efficient monitoring and service delivery. UNDP's management role consists of implementing grants, ensuring financial accountability, and training of national and international counterparts on programme management and financial accountability.

For the implementation of The Global Fund programme, UNDP Zimbabwe has established a Programme Management Unit (PMU) that coordinates the implementation of the projects and provide general guidance of The

Global Fund and UNDP rules and procedures to all Sub Recipients (SRs) participating in the implementation of the projects.

Hence, UNDP Zimbabwe seeks the services of an International Programme Intern to provide programme and administrative support as well as supporting knowledge management and documentation of lessons learnt.

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>Programme Support</p> <ul style="list-style-type: none"> • Conducting research and producing briefs on various HIV programme issues as and when required. • Contribute to day-to-day support to programme/project implementation and ensuring conformity with work-plans and expected results • Review disbursement requests from SRs and vendors after obtaining the necessary support documents. • Assist in organizing workshops and missions for the Programme Team and other events/occasions. • Follow up with the HIV grant Sub Recipients (SRs) to ensure timely submission of progress reports. • Assist in preparation of monthly, quarterly, semester and annual progress reports. • Assist in preparation of presentations for the Country Coordinating Mechanism (CCM) quarterly meetings. • Prepare background information and documentation, update data relevant to the programme areas and compile background material for presentations. • Support and assist the Programme Team as and when needed. 	70%
2	<p>Administrative Support</p> <ul style="list-style-type: none"> • Support the Programme Team in procurement processes as may be required. • Maintain a filing system and organize files and documentation in good order. • Follow up of travel arrangements and Daily Subsistence Allowance (DSA) payments for the Programme Team, SRs and other stakeholders. 	20%
3	<p>Other: Supporting knowledge management and documentation</p> <ul style="list-style-type: none"> • Documenting and synthesizing key lessons/insights from engaging with various stakeholders on HIV programming. • Support and contribute to the drafting of content for a quarterly PMU newsletter. • Support other/ad hoc activities as seen relevant and needed. 	10%

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: Development studies or equivalent.

IT skills:

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

Language skills:

- Fluency in oral and written 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.