

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	<b>Intern</b>
Sector of assignment:	<b>Admin</b>
Organizational unit:	<b>Admin/Procurement Unit</b>
Country and Duty Station:	<b>UNDP-Iran</b>
Internship duration:	<b>3 Months, Full time (extendable to maximum six months)</b>
Supervisor's name:	<b>Nazli Alavi</b>
Supervisor's title:	<b>Procurement Analyst, Head of Admin/Procurement Unit</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

### III. INTERNSHIP OFFICE BACKGROUND:

Under the guidance and direct supervision of Head of Procurement, the Intern will work on execution of transparent and efficient admin, procurement and travel services and processes according to UNDP rules and regulations.

The intern works in close collaboration with the UNDP Admin/Procurement team to achieve delivered tasks and responsibilities.

### III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<b>1- Assisting Procurement section in organizing procurement processes for UNDP CO:</b> <ul style="list-style-type: none"><li>• Assist the Procurement team in proper organization, implementation, monitoring and control of procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations, and in accordance with the annual workplan, budgets, and procurement plan of the Global Fund projects;</li><li>• Review specifications, terms of references, and statement of work provided by the project implementing units to ensure completeness, accuracy and compliance with quality standards and objectives of the project; and to implement the procurement of goods, works and services, including the negotiation and awarding of contracts, in accordance with UNDP rules and regulation and the norms and procedures established in the Grant agreements, project documents, procurement plans and work plans;</li><li>• Assisting in control of CO as well as project Assets;</li><li>• Perform any other duties as required.</li></ul>	<b>25%</b>
2	<b>2- Assisting Travel section in providing travel services, administrative and logistical support;</b> <ul style="list-style-type: none"><li>• Provision of information to the staff on travel including travel route and hotel arrangement;</li><li>• Arrangement of travel and hotel reservations, preparation of travel authorizations;</li><li>• Support to staff members and their dependents by processing requests for visas, identity cards and other documents in accordance with requirements of the United Nations and national government;</li><li>• Assisting the team in receipt of shipments and customs clearance processes;</li><li>• Perform any other duties as required.</li></ul>	<b>25%</b>
3	<b>3- Administrative tasks:</b> <ul style="list-style-type: none"><li>• Assisting Admin/Procurement Unit in filing documents, typing, translating, faxing, copying, minutes taking;</li><li>• Preparation of routine correspondence, faxes, memoranda and reports in accordance with CO SOP;</li><li>• Extracting, inputting, copying and filing data from various sources;</li><li>• Maintenance of files in Administrative Unit;</li><li>• Translating requested documents for any submission;</li><li>• Minutes taking in any related meeting;</li><li>• Support other/ad hoc activities as seen relevant and needed.</li></ul>	<b>50%</b>

#### 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: English language, Business Administration, Commercial Management, Engineering, Accounting, or equivalent.

##### IT skills:

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

##### Language skills:

- The intern must be fluent in Persian and have a good command of English language.
- 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.

**Internship Application along with completed P11 (Personal History Form) and letter of motivation should directly be sent to Human Resources Unit of UNDP through email ID: [vacancy.ir@undp.org](mailto:vacancy.ir@undp.org) no later than **20 May 2018**. Please make sure you will mention in the subject line of the email **"Admin/Travel Intern - UNDP"**.**