

UNODC Country Office in the Islamic Republic of Iran

TERMS OF REFERENCE (TOR)

Internship with the Regional Programme for Afghanistan and Neighbouring Countries

Background Information:

The Regional Programme for Afghanistan and Neighbouring Countries (Regional Programme) is a core part of UNODC's programme response in West and Central Asia. The Regional Programme complements ongoing assistance at country and global levels, adding a dedicated facility to support regional cooperation initiatives, with special significance given to confidence building measures and cooperation between Afghanistan and its West and Central Asian neighbours – namely Iran, Kazakhstan, Kyrgyzstan, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan.

The Regional Programme serves a key coordination function for UNODC assistance linking the work of the Country offices in Afghanistan, Pakistan, Iran and Central Asia, building linkages with neighbouring Regional Programmes through the Inter-Regional Drug Control Approach (IRDCA) and working with global projects such as the Global Programme on Money Laundering (GPML), the Afghan Opium Trade Project (AOTP) and the Container Control Programme (CCP). The Regional Programme is closely integrated with the Paris Pact Initiative (PPI) being the operational body supporting its work in the West and Central Asia region. The Regional Programme's approach to countering narcotics is addressed through four priority interventions: (i) Regional Law Enforcement Cooperation, (ii) Regional / International Cooperation in Criminal Matters, (iii) Prevention and Treatment of Addiction among Vulnerable Groups, and (iv) Trends and Impacts Analysis to promote, support and enable evidence based policy making.

Sub-programme 3 of the Regional Programme seeks to facilitate regional cooperation and action on the prevention and treatment of addiction and to reduce the spread of HIV among high risk populations by building the capacities of countries to address these issues through providing training in international standards and providing countries the opportunity to share experiences and best practices. Evidence-based methods (such as FAST training) are then rolled out in the Member States if requested. The Regional Programme also supports regional networking to strengthen drug and related HIV prevention, treatment and rehabilitation services.

Internship Objective:

To assist in the planning and implementation of programme activities and to gain understanding main planning issues related to the Regional Programme activities and outcomes.

Specific Assignments:

- Assist in organizing the events or workshops;
- Drafting reports, MoMs and letters on the RP activities in English and Persian;
- Assist in preparing follow- ups related to the RP activates;
- Assist in designing 1 pager for the conducted activities under RP donors funds including European Union fund in 2018;
- Any other administrative tasks required by the supervisor.

Learning Elements:

During the assignment, the intern will gain experience in:

- Drafting and preparation of reports;
- Understanding the complexities of implementation of sound demand reduction programmes;
- Hands-on planning and implementation of drug demand reduction measures;
- Awareness-raising in the Regional Programme activities.

Travel:

In case of any travel to inside Iran, DSA and ticket cost will be separately provided by the UNODC Regional Programme.

If travel is required under the contract, the individual consultant shall:

- Obtain the security clearance from UNDP office (the details of travel including date of departure and arrival, accommodation and purpose of travel shall be submitted to UNDP office 2 working days before date of travel).
- Undertake the training courses on Basic Security in the Field and Advanced Security in the Field (only applicable for certain destination; to be checked with UNDP) and provide UNDP with both certificates; the related CD ROMs are available at UNDP office.
- Undertake a full medical examination and obtain medical clearance from a physician.

Duty Station:

Tehran, Iran;

Supervisor:

Ms. Roya Soltanian; Regional Programme Assistant, Regional Programme, Sub-programme 3

Internship Duration:

2 to 4 months, in the period of February to December 2018;

Qualifications of the Successful Individual Contractor:


- Undergraduate education in the field of social sciences, political science, international relations or economics;
 - Studying in a higher education programme;
 - Proficiency in English and Persian (especially writing) is required. Knowing Russian is an advantage;
 - Proficiency in working with Microsoft office
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- Knowledge in the field of Drug Demand Reduction is an advantage;

Presentation of Offer

The following documents are requested:

- a) **Personal P11**, indicating all past experience from of similar experiences, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references (Annex I);
- b) **Brief description** of why you consider yourself as the most suitable for the assignment,

Interested candidates are invited to send the above mentioned documents to fo.iran@unodc.org making sure to mention their "Name" and "Vacancy for "RP Intern" in the subject line of their email.

UNITED NATIONS DEVELOPMENT PROGRAMME					
<h2 style="color: blue;">Personal History Form</h2>					
INSTRUCTIONS: Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size.					
1. Family name (surname)		2. First names		3. Maiden name, if applicable	
4. Date of birth day month year		5. Place of birth	6. Nationality at birth	7. List all your current nationality(ies)	8. Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
9. Marital status Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>					
10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations has responsibilities. Do you have/experience any condition/situation which might limit your prospective field of work or your ability to engage in air travel?					
No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", please describe:					
11. Permanent address		12. Present address if different from that indicated in box 11		13. Telephone numbers Home/Mobile; Work;	
Telephone No.		Telephone No.		14. Personal and/or professional e-mail address:	
15. Have you any dependents? Yes <input type="checkbox"/> No <input type="checkbox"/> If the answer is "Yes", give the following information:					
Name	Date of birth	Relationship	Name	Date of birth	Relationship
16. Have you taken up legal permanent residence status in any country other than that of your nationality? No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", which country(ies)?			17. Have you taken any steps towards changing your present nationality? No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", explain fully:		
18. Are any of your family members (spouse/partner, father/mother, brother/sister, son/daughter) employed in the UN Common System, including UNDP? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", give the following information:					
Name		Relationship		Name of Organization & Duty Station	

19. Do you have any other (extended) family members employed by UNDP? No Yes If "Yes", give the following information:

Name	Relationship	Name of Unit & Duty Station

20. Would you accept employment for less than six months? Yes No

21. Have you been interviewed for any UNDP positions in the last 12 months? If so, for which post(s)?

22. Languages – indicate mother tongue 1st Ability to operate in the listed language(s) in a work environment

	Read	Write	Speak	Understand
	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient
	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient
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23. For General Service support level posts only, indicate if you have passed the following tests:

UN/ASAT – Administrative Support Assessment Test (formerly known as clerical test):
No Yes if "Yes", date taken:

UNDP/AFT – UNDP Accountancy and Finance Test: No Yes if "Yes", date taken:

24. EDUCATION: Give full details - NB Please give exact titles of degrees in original language

Degrees claimed in the job application (even if they are not a requirement for the post) must be completed at the time of the application.

UNDP only recognizes degrees and diplomas from educational institutions that have been recognized or otherwise approved by competent authorities at the time that they were obtained. Degrees requiring little or no actual course work,

degrees awarded for payment of fees only, and degrees granting substantial credits for “lifetime achievements” or “life/work experience” will normally not be recognized. Incomplete degrees are unacceptable to UNDP, regardless of whether they are associated with a recognized higher educational institution.

A. List all educational institutions attended, including secondary school, and diplomas/degrees or equivalent qualifications obtained (highest level education first). Give the exact name of the institution and the title of degrees, diplomas, etc. (Please do not translate or indicate equivalent degrees).

Name, place and country	Attended from/to		Degrees / Diplomas obtained	Main course of study	In person or online/remote?
	Mo/Year	Mo. /Year			

B. Post-qualification training courses / learning activities

Name, place and country	Type	Attended from/to		Certificates or Diplomas obtained	In person or online/remote?
		Mo/Year	Mo. /Year		

C. UN Language Proficiency Exams (if any)

D. UNDP Certification Programmes (if any)

25. List membership of professional societies and activities in civic, public or international affairs

26. List any significant publications you have written (do not attach them) or any special recognitions you have received

27. Have you already been issued a UN Index Number? No Yes If "Yes", please indicate this number:

28. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Provide gross salary per annum and **indicate currency** for your last or present post.

Are you a current or former UNV? Yes No If "Yes", please indicate roster number:

A. PRESENT POST (Last post, if not presently employed)

FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN grade of your post (if applicable): (do not indicate equivalency) Last UN step in your post (if applicable):
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
				Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA / IC <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> Other
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:

	Do/did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:
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Description of your duties and related accomplishments:

Reason for leaving:

B. PREVIOUS POSTS (In reverse order i.e. most recent post first)

FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): (do not indicate equivalency) Last UN step in your post (if applicable):
Month/Year	Month/Year		Final (gross)	

NAME OF EMPLOYER	TYPE OF BUSINESS:
	EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
	Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA / IC <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> Other

ADDRESS OF EMPLOYER	NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:
	Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:

Description of your duties and related accomplishments:

Reason for leaving:

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Month/Year	Month/Year		Final (gross)	

NAME OF EMPLOYER	TYPE OF BUSINESS:
	EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)

				Type of contract:		
				<input type="checkbox"/> 100 Series	<input type="checkbox"/> 200 series	<input type="checkbox"/> ALD/300 series
				<input type="checkbox"/> Permanent	<input type="checkbox"/> Indefinite	<input type="checkbox"/> Continuing
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ADDRESS OF EMPLOYER				NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:				
Reason for leaving:				
29. Have you any objections to our making inquiries of:				

(a) your present employer? No Yes
 (b) your previous employers? No Yes

30. Are you now, or have you ever been, a national civil servant in your government?
 No Yes
 If "Yes", Indicate dates of service: _____ Functions: _____ Country: _____

31. References: list **three** persons not related to you who are familiar with your character and qualifications and who may be contacted for a reference
 UNDP will not seek a reference from your *current* employer without obtaining prior consent. However, please note that UNDP may seek references from your former employers.

Full Name	Full Address, including E-Mail Address and Telephone Number	Name of Organization, Business or Occupation

32. State any other relevant facts in support of your application. Include information regarding any periods of residence outside the country of your nationality

33. Have you ever been convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)?
 No Yes If "Yes", give full particulars of each case in an attached statement

34. Have you ever had disciplinary measures imposed on you, including dismissal or separation from service, on the grounds of misconduct?
 No Yes If "Yes", give full particulars of each case in an attached statement.

35. Have you ever been separated from service on the grounds of unsatisfactory performance?
 No Yes If "Yes", give full particulars of each case in an attached statement.

36. I certify that the information I have provided in the present document is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or material omission made in this document may lead to the termination of my appointment or to dismissal. I understand this also applies to any other information or document requested by the Organization for the purpose of my recruitment to and employment with UNDP.
 In connection with this application, I authorize former employers and educational institutions to release information about my background to UNDP or its agent. My signature below releases the aforesaid parties providing information about me from any liability whatsoever in collecting and disseminating the information obtained.
DATE: _____ **SIGNATURE:** _____

Note:
 Applications for employment at UNDP must include a completed and signed Personal History form (P.11). By submitting a Personal History form, the applicant authorizes UNDP or its agent to verify and validate all information provided in the P.11. The P.11 form is not valid without signature. The signed P.11 form serves to release any party cited in the form from any liability whatsoever for releasing information to UNDP or its agent.

You may be requested to provide documentary evidence of the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UNDP.

If Degrees/Certificates are in foreign language, you may be required to provide official English translation at time of request.