

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	<b>Programme Intern</b>
Sector of assignment:	<b>Environment and Socio-Economic Programme</b>
Organizational unit:	<b>Programme Unit</b>
Country and Duty Station:	<b>Tehran, Iran</b>
Internship duration:	<b>Three months (possible extension to a maximum duration of six months)</b>
Supervisor's title:	<b>Programme Analyst</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 Environment and Socio-economic Programme Unit coordinates nationally implemented projects in partnership with various national departments including the Department of Environment, Forests, Rangelands and Watershed Management Organization, and Vice Presidency for Science and Technology. At the same time, the Unit oversees new programme and project development initiatives and resource mobilization strategies for the country office.

Under the guidance and supervision of the Programme Analyst, the Programme Intern will assist in the provision of programme and project support services under the Environment and Socio-economic programme and project portfolio, ensuring high quality, accuracy and consistency of work.

The Intern will work in close collaboration with the Programme team to achieve duties and responsibilities.

### 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>Provide support in formulation of programme strategies and resource mobilization:</b> <ul style="list-style-type: none"><li>• Collection, analysis and presentation of background information for preparation of new project proposals/documents as well as new developments that may impact on-going projects</li><li>• Collect and analyze background information provided by implementing partners on project indicators, targets, outputs, risks and issues to be used for effective application of Results-Based Management (RBM) tools</li></ul>	30%
2	<b>Provide project and administrative support, aiming to achieve the following results:</b> <ul style="list-style-type: none"><li>• Assist in proper review and control of supporting documents for payment requests and financial reports under National Implementation Modality projects</li><li>• Assist in provision of information and data for reports on financial status and expenditures of ongoing projects</li><li>• Follow-up with national project offices for information/documents relating to financial payments and other administrative matters</li><li>• Preparation of routine correspondence, faxes, reports in accordance with programme unit practices</li><li>• Preparation of travel requests and logistical arrangements for project site visits and programme-related missions</li><li>• Preparation of communication material to promote the ongoing work of projects and UNDP Iran</li><li>• Follow-up with other internal units including Finance, Travel, Procurement and Communication on operational matters and requests</li><li>• Maintain and update project files and archives</li></ul>	60%
3	<b>Support knowledge building and knowledge sharing:</b> <ul style="list-style-type: none"><li>• Participate in training sessions for programme staff</li><li>• Document lessons learnt and best practices in programme in coordination with PSU and Communications</li><li>• Contribute to knowledge networks and communities of practice</li></ul>	5%
4	<b>Other:</b> <ul style="list-style-type: none"><li>• Support other/ad hoc activities as seen relevant and needed.</li></ul>	5%

### 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: **Environment, Natural Resources Management, Economics, Business Administration, Management** or equivalent.

**IT skills:**

- Knowledge and a proficient user of Microsoft Office productivity tools;
- **Experience with databases is an asset**

**Language skills:**

- **Fluency in Persian and 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.

Interested applicants should complete **UNDP Internship Application Form, UNDP P11 (Personal History Form)** along with **letter of motivation** and send them directly to Human Resources Unit of UNDP through email ID: **vacancy.ir@undp.org** no later than **22 April 2019 (16:00 Tehran Local Time)**. Please make sure you will mention in the subject line of the email **"Internship for Programme Unit"**.

**Note: Submissions missing any of above-mentioned documents will not be considered for the internship program.**